



**XVII World Meeting of the International Union of Phlebology**

/// September 8-13, 2013 • Hynes Convention Center • Boston, Massachusetts • USA



**XVII World Meeting of the  
International Union of Phlebology  
Hynes Convention Center  
Boston, MA  
September 8-13, 2013**



**AGS EXPO**  
S E R V I C E S

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# Conference Information

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## Conference Information and Forms

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## Guidelines for Display

The guidelines for display have been provided below. This section outlines the standard heights, lengths and requirements of booths on the exhibit floor and are based on industry standards. We encourage you to review this information prior to planning your booth space.

### AUDIO VISUAL

Audio-visual or sound equipment will be permitted only in the exhibitor's space and in such intensity as it does not interfere with the activities of neighboring exhibitors. Any devices which project sound must be tuned to conversation level.

### BOOTH DESIGNS

Exhibits must be designed, constructed and operated in good taste and in accordance with the best interests of the event. It is the sole responsibility of exhibitors to camouflage with a close off, any unsightly or unused booth materials stored behind booth curtains.

### BOOTH HEIGHT

Standard booth (Illustration A) height is eight feet. No signage or display features will be permitted above this height unless the booth is a perimeter wall booth (Illustration B) in which case the maximum permitted height is 12 feet. If the booth configuration is a peninsula (Illustration C) and/or island (Illustration D) of four booths or more, then maximum height will be 16 feet in Exhibit Hall C or 20 feet in Exhibit Hall D.

### CHILDREN

For safety considerations, children under the age of 12 will not be allowed to enter the exhibit hall.

### DEMONSTRATIONS (IN BOOTH)

Product demonstrations must be held within the exhibitor's space so as not to interfere with any aisle traffic or neighboring exhibitors' booth space (Illustration H).

### EXHIBITOR ETIQUETTE

1. Exhibitors shall not congregate or solicit trade in doorways or aisles.
2. Conduct of exhibitors shall be professional and courteous at all times.
3. Exhibitors may not enter the exhibit space of another exhibitor without express permission. If admission has been granted, exhibitors shall be courteous and move aside when the host exhibitor is showing merchandise to prospective buyers.
4. Under no circumstances shall an exhibitor interrupt another exhibitor showing merchandise to a prospective buyer.
5. Exhibitors may not have models, signs or other solicitation devices outside assigned exhibit space or in aisles.
6. No furniture, product or packing materials may be left in the aisle during show hours.
7. No exhibit will be permitted which, in the view of Show Management, is offensive or poses a danger or potential danger to exhibitors or buyers.





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## Guidelines for Display

### HANGING SIGNS AND POSTERS

Signs and posters must be within the booth area and may not be posted on columns or pillars, nor placed in the aisles. Hanging signs are permitted only above peninsulas and/or islands of four booths or more to a maximum of 20 feet. This means that the top of the hanging sign can be no more than 20 feet off the ground. This will be strictly enforced!

**ALL HANGING SIGNS MUST BE APPROVED IN ADVANCE OF MOVE-IN BY AGS & SHOW MANAGEMENT - Please note that due to the varying ceiling height in Hall C all hanging signs and structures above 16ft will also be submitted to Facility Management by AGS for approval.**

### MULTI-STORY OR COVERED EXHIBITS

Multi-story Exhibits are not permitted. Exhibit booths that contain covered assembly areas, such as conference areas or theaters, must meet the following minimum life safety requirements:

1. Each enclosed or covered area must be protected by an audible smoke detector. This includes storage closets built into the exhibit.
2. Each enclosed or covered area must display a charged fire extinguisher with a minimum rating of 2A20BC.

### NOISE AND ODORS

Any devices which project sound must be tuned to conversation level. Noisy or obstructive work will not be permitted during exhibit hours, nor will loud operating displays or exhibits producing displeasing odors be allowed.

### SET-UP/DISMANTLE

All exhibits must be set-up by the exhibitor on move-in day. No set-up will be allowed during show hours. Dismantle of an exhibit will not be permitted prior to the close of the show. Such action may cause forfeiture of rights to participate in future events.

### SECURITY

Uniformed security will be on duty throughout the event on a 24-hour basis. These security personnel will exercise all reasonable diligence to protect exhibitors' property. Show Management urges each exhibitor to apply for and carry adequate insurance to guard against fire, theft and/or mysterious disappearance.

### STAFFING

Exhibit space must be staffed throughout ALL show hours.



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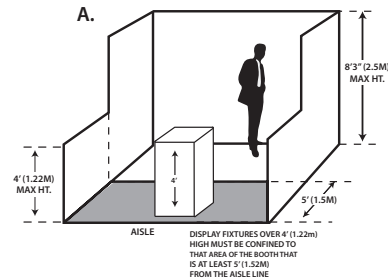
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## Guidelines for Display

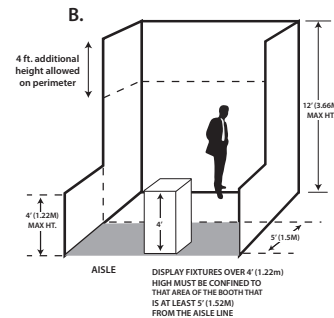
### STANDARD BOOTH (ILLUSTRATION A)

- Maximum Height:** 8'
- Hanging Signs:** No
- Front Displays:** If over 4' in height, must be placed at least 5' from the aisle line.
- Standard Corner:** Unsightly displays and/or material storage which can be viewed from aisle must be camouflaged at exhibitor's expense. (See the "Booth Close-off's" in the "Furniture & Accessories" form in your Exhibitor Service Manual).



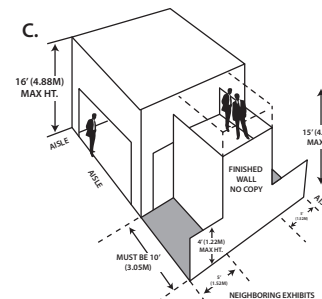
### PERIMETER BOOTH (ILLUSTRATION B)

- Maximum Height:** 12' (Drape line is at 8')
- Hanging Signs:** Yes, top can be no more than 12' off the ground. Back wall only.
- Front Displays:** If over 4' in height, must be placed at least 5' from the aisle line.



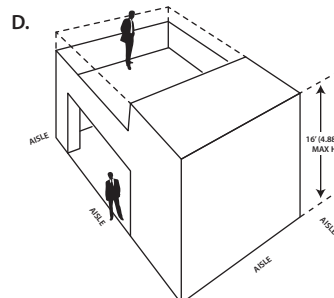
### PENINSULA (ILLUSTRATION C)

- Maximum Height:** 20'
- Hanging Signs:** Yes, top can be no more than 20' off the ground.
- Front Displays:** If over 4' in height, must be placed at least 5' from the aisle line.



### ISLAND (ILLUSTRATION D)

- Maximum Height:** 20'
- Hanging Signs:** Yes, top can be no more than 20' off the ground.
- Front Displays:** Full use of space is permitted.





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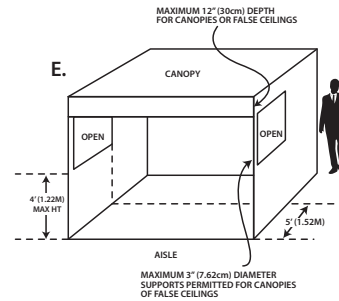
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## Guidelines for Display

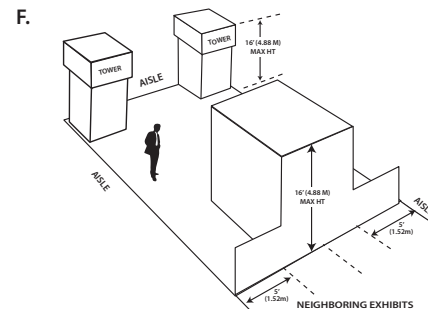
### CANOPIES/CEILINGS (ILLUSTRATION E)

- Maximum Height:** 8' - Standard  
12' - Perimeter  
20' - Island or Peninsula
- Maximum Drape:** 20'
- Maximum Depth:** To full dimensions of contracted space.
- Side Views:** Must contain an opening above 4' high and extending back 5' from the aisle line.
- Fire Code:** Must meet with local fire codes and conform to the minimum life safety requirements.



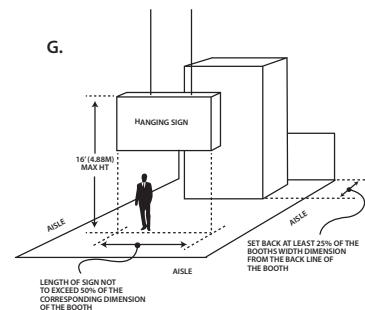
### TOWERS (ILLUSTRATION F)

- Maximum Height:** 8' - Standard  
12' - Perimeter  
20' - Island or Peninsula
- Maximum Depth:** To full dimensions of contracted space.
- Side Views:** Must contain an opening above 4' high and extending back 5' from the aisle line.
- Structural Integrity:** All towers over 12' in height must have blueprints available for inspection. The signature/stamp of a structural engineer and exhibit company.



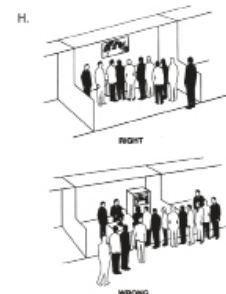
### HANGING SIGNS (ILLUSTRATION G)

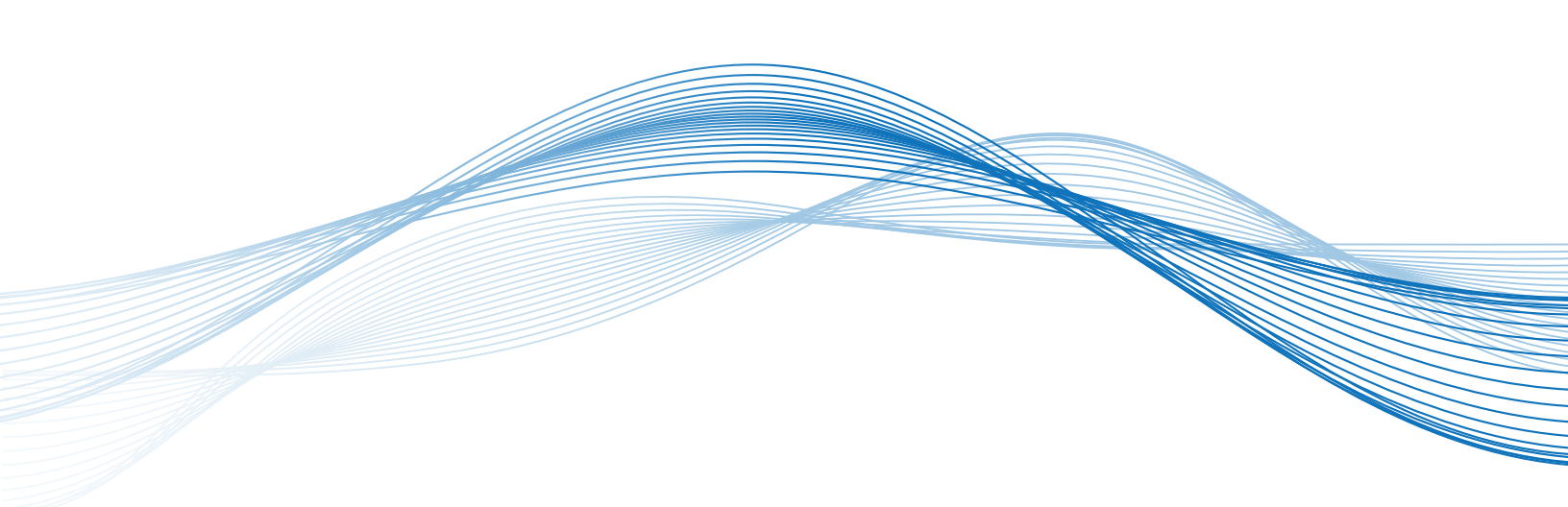
- Maximum Height:** 20' (to top of sign) Island or Peninsula;  
12' (to top of sign) Perimeter only
- Maximum Width:** No more than 50% of the total booth length (if placed length-wise). No more than 50% of the total booth width (if placed width-wise).
- Location:** Must be contained within booth. No signs will be allowed on columns, pillars or in aisles.
- Approval:** Must be obtained prior to move-in from Show Management.



### DEMONSTRATIONS (ILLUSTRATION H)

- Location:** Must be contained within the booth area so as not to interfere with aisle traffic or neighboring booth space.
- Samples:** Tables must be set back a minimum of 2' from aisle line
- Audio/Visual:** Must be tuned to conversation level
- Safety Precautions:** Hazard barriers must be provided as needed for moving or potentially dangerous machines.





# Official Contractor

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## Event Information and Forms

Official Show Information. . . . . 9

Official Service Contractors & Exhibitor Appointed Contractors . . . . . 11

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**Discount Price  
Deadline Date  
AUGUST 23RD**

Method of payment must accompany your order



## Official Show Information

AGS Expo Services would like to welcome you as the official service contractor for the **XVII World Meeting of the International Union of Phlebology Conference**. The information below is only a brief summary of the important times, dates, addresses and details regarding your event. More detailed information has been provided in each section of this Exhibitor Service Manual and at [www.ags-expo.com](http://www.ags-expo.com).

## Show Information

### OFFICIAL SERVICE CONTRACTOR

AGS Expo Services  
4561 SW 34th Street  
Orlando, FL 32811

Phone: 407.292.0025  
Fax: 407.292.4414  
Email [eventservices@ags-expo.com](mailto:eventservices@ags-expo.com)

### EXHIBIT HALL INFORMATION

Backwall Drape: . . . . . Red/White/Blue  
Siderail Drape: . . . . . Red  
Exhibit Hall Carpet Color: . . . . . Exhibit Hall is not carpeted - floor covering is mandatory  
Aisle Carpet Color: . . . . . Blue

### BOOTH EQUIPMENT

Booth Size: 10' x 10'  
Includes: 8' Pipe and Drape  
3' Pipe and Drape  
7" x 44" ID Sign

## Show Schedule

### EXHIBITOR MOVE-IN

Saturday	September 7, 2013	8:00 AM - 5:00 PM	A 30% overtime surcharge will be applied to all inbound freight received in advance or directly at the Convention Center
Sunday	September 8, 2013	8:00 AM - 5:00 PM	

### EXHIBIT HOURS

Monday	September 9, 2013	7:00 AM - 5:00 PM
Tuesday	September 10, 2013	7:00 AM - 5:00 PM
Wednesday	September 11, 2013	7:00 AM - 1:00 PM
Thursday	September 12, 2013	7:00 AM - 5:00 PM
Friday	September 13, 2013	7:00 AM - 5:00 PM

### EXHIBITOR MOVE-OUT

Friday	September 13, 2013	5:00 PM - 10:00 PM	A 30% overtime surcharge will be applied to all freight shipped out Friday, September 13, 2013, after show closing @ 5:00pm, through Saturday, September 14, 2013, 12:00 noon.
Saturday	September 14, 2013	8:00 AM - 12:00 NOON	

- Empty crates and cartons will be returned beginning at **5:00 PM on Friday, September 13th**
- All carriers must check-in no later than **10:00 AM on Saturday, September 14th**
- All exhibitor materials must be removed from the exhibit facility by **12:00 Noon on Saturday, September 14th**

**Force Freight Deadline:** All unconsigned materials remaining on the event floor will be re-routed via the official show carrier, ABF Freight System, Inc. at **10:01 AM on Saturday, September 14th**

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811  
Phone: 407.292.0025 • Fax: 407.292.4414

Email: [eventservices@ags-expo.com](mailto:eventservices@ags-expo.com) Web: [www.ags-expo.com](http://www.ags-expo.com)



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### AGS Exhibitor Service Center Hours

AGS Expo Services will be available to take care of your on-site needs. All services and production personnel will be available to handle any needs you might have such as furniture, rental exhibits, labor, cleaning and material handling. We are available during move-in, move-out, and exhibit hours.

For the AGS on-site Service Center phone number, please call our main office during business hours at 407.292.0025 or email us at [eventservices@ags-expo.com](mailto:eventservices@ags-expo.com)

### Shipping Information

Below are the advance warehouse and direct shipping addresses for your event. Please know that a Method of Payment must be on file to receive your materials for the event.

Name of Exhibiting Company

XVII World Meeting of the International Union of Phlebology

Booth #: \_\_\_\_\_

[PLACE APPROPRIATE ADDRESS HERE]

#### Advance Shipments to Warehouse

**AGS Expo Services  
c/o ABF Freight System, Inc.  
150 Manley Street  
West Bridgewater, MA 02379**

#### Delivery Restrictions

- Deliveries only accepted between 8/7/13 - 8/30/13
- Any shipments received after the advanced receiving deadline or during the event will be assessed a late fee and redirected to the exhibit site.

#### Direct Shipments to Exhibit Site

**AGS Expo Services  
c/o Hynes Convention Center  
900 Boylston St  
Boston, MA 02115**

#### Delivery Restrictions

- Saturday, September 7, 2013 - 8:00 AM - 5:00 PM
- Sunday, September 8, 2013 - 8:00 AM - 5:00 PM
- All booths must be set by 5:00 PM on Sunday, September 8, 2013

### Discount Deadlines & Policy Reminders

Take advantage of our substantial price discounts. To get our lower prices, return your order with payment by the discount deadline(s) on the order forms provided.

Show Order Discount Deadline - August 23, 2013

Graphics Order Discount Deadline - August 23, 2013

Please review our payment policy carefully. As a reminder, AGS Expo Services requires payment in full at the time your order is placed along with a completed Method of Payment Form. This may be used to cover on-site charges such as labor and material handling, not included with your initial payment.

Please contact our Event Services Department with questions or special requests. We will provide you with all of your show needs and appreciate the opportunity to work with you.

It is important to review the local labor and/or Union jurisdiction policies located in this Service Manual. Policies vary by state and location.

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811  
Phone: 407.292.0025 • Fax: 407.292.4414

Email: [eventservices@ags-expo.com](mailto:eventservices@ags-expo.com) Web: [www.ags-expo.com](http://www.ags-expo.com)



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## Official Service Contractor

Show management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed AGS Expo Services as the official service contractor to perform and provide necessary services and equipment.

### Official service contractors are appointed to:

- a. Ensure the orderly and efficient installation and removal of the overall exposition.
- b. Assure the distribution of labor to all exhibitors according to need.
- c. Provide sufficient labor to satisfy the requirements of exhibitors and for the exposition itself.
- d. See that the proper type and limits of insurance are enforced.
- e. Avoid any conflict with local Union and/or exhibit hall regulations and requirements.

### Exceptions are:

- f. Supervision may be provided by the exhibitor.
- g. The exhibitor may appoint an exhibit installation contractor or display builder.

## Exhibitor Appointed Contractors (EACs)

Exhibitors may employ the service of independent contractors to install and dismantle their exhibit, providing the exhibitor and the installation and dismantle contractor comply with the following requirements:

1. The exhibitor must notify in writing show management and AGS Expo Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day by completing the Notification of Intent to Use Non-official Service Contractors Form contained in this Service Manual.
2. The exhibitor shall provide evidence that the Exhibitor Appointed Contractor (EAC) has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage including property damage and Worker's Compensation naming AGS Expo Services as additional insured to show management and AGS Expo Services no later than the deadline date listed for EACs.
3. The exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit including freight, drayage, rentals and labor.
4. The EAC must have all business licenses, permits and Worker's Compensation Insurance required by the state and city governments and the convention facility management prior to commencing work and shall provide show management with evidence of compliance.
5. The EAC will share with AGS Expo Services all reasonable costs related to its operation including overtime to pay for stewards, restoration of exhibit space to its initial condition, etc.
6. The EAC will provide AGS with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by show management or the facility.
7. The EAC must be able to provide evidence that it has a valid authorization from the exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
8. The EAC must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the exhibitor's booth space.
9. The EAC shall provide if requested evidence to AGS Expo Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices.
10. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
11. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the official service contractor, AGS Expo Services. The EAC must coordinate all of its activities with AGS Expo Services.
12. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the official service contractor will be approved. This regulation is necessary because of licensing, insurance and work done using equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and to be used in their exhibit space.

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811  
Phone: 407.292.0025 • Fax: 407.292.4414

Email: [eventservices@ags-expo.com](mailto:eventservices@ags-expo.com) Web: [www.ags-expo.com](http://www.ags-expo.com)





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## Recap of Services

Please use the checklist below to ensure that you and your company have ordered and submitted all the required services and forms. If at any time you feel that you need assistance with planning your services, please call our Event Services Department at 407.292.0025 or email us at [eventservices@ags-expo.com](mailto:eventservices@ags-expo.com)

Things To Do / Order	Discount Deadline	Date Submitted	Order Total
<b>Event Forms</b>			
<input type="checkbox"/> Method of Payment			
<input type="checkbox"/> Notification of Intent to Use Non-official Contractor	8/9/13		
<input type="checkbox"/> Appointed Contractors Insurance Certificate	8/9/13		
<b>Event Services</b>			
<input type="checkbox"/> Booth Carpeting	8/23/13		
<b>Furnishings &amp; Accessories</b>			
<input type="checkbox"/> Standard	8/23/13		
<input type="checkbox"/> Custom	8/23/13		
<input type="checkbox"/> Modular Displays	8/23/13		
<input type="checkbox"/> Sign & Graphics Printing	8/23/13		
<b>Labor Services</b>			
<input type="checkbox"/> Labor (Installation & Dismantle)	8/23/13		
<input type="checkbox"/> Booth Set-up Diagrams	8/23/13		
<input type="checkbox"/> Outbound Shipping Information	8/23/13		
<input type="checkbox"/> Forklift Labor	8/23/13		
<b>Material Handling Services</b>			
<input type="checkbox"/> Material Handling - Advance/Direct Freight			
<input type="checkbox"/> Premium Return Services - Priority Storage Return			
<input type="checkbox"/> Shipping Method - ABF Freight System, Inc.			
<b>Ancillary Services</b>			
<input type="checkbox"/> Electrical			
<input type="checkbox"/> Floral			
<input type="checkbox"/> Telephone			
<input type="checkbox"/> Internet			

RECAP OF SERVICES

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811  
Phone: 407.292.0025 • Fax: 407.292.4414

Email: [eventservices@ags-expo.com](mailto:eventservices@ags-expo.com) Web: [www.ags-expo.com](http://www.ags-expo.com)





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Discount Price Deadline Date  
**AUGUST 23RD**  
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

All exhibitors are required to have a credit card on file as a primary method of payment.

### Credit Card

#### ☐ Credit Card

For your convenience, we will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred as a result of show site orders placed by your representative. Please complete the information requested below:

☐ Personal ☐ Company ☐ Third Party ☐ Visa ☐ Master Card ☐ American Express

Acct.# \_\_\_\_\_ Exp. Date \_\_\_\_\_

Card Holder Name (Print) \_\_\_\_\_

Signature: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### Account Option *(please select one)*

☐ Keep this Method of Payment on file for future events OR ☐ Use for this event only

• By providing your signature, you hereby accept all the terms and conditions contained in this Service Manual.

### Company Check

#### ☐ Company Check

- Please make all checks payable to: AGS Exposition Services, Inc.
- All checks must be in **U.S. currency**.
- Please print show name and booth number.

Check Number: \_\_\_\_\_

Amount Total: \$ \_\_\_\_\_

### Wire Transfers

#### ☐ Wire Transfers

Wire Transfer to:

• All wire transfers must include a \$50 service fee.

Bank United  
44 E Central Blvd.  
Orlando, Florida 33573

Payment Total: \$ \_\_\_\_\_

Transfer Fee: \$50.00

Amount Total: \$ \_\_\_\_\_

**PLEASE CALL TO OBTAIN ROUTING  
AND ACCOUNT NUMBERS**

**Please reference event name &  
booth number on your wire transfer.**

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with AGS Expo Services before any goods or services are rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811  
Phone: 407.292.0025 • Fax: 407.292.4414

Email: [eventservices@ags-expo.com](mailto:eventservices@ags-expo.com)

Web: [www.ags-expo.com](http://www.ags-expo.com)

Submit Form

METHOD OF PAYMENT FORM



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Boston, MA  
September 8-13, 2013**

**Discount Price  
Deadline Date  
AUGUST 23RD**

Method of payment must accompany your order



## Payment Terms and Conditions

AGS Expo Services has established the following terms and conditions of sale and rental for all services rendered by AGS to all clients, exhibitors and third parties:

1. By providing a signed copy of a Method of Payment Form and selecting, "Keep this Method of Payment on file for future events," you are establishing a company account with AGS Exposition Services, Inc. for one (1) calendar year for all active and future account transactions, regardless of event or project. It is the ultimate responsibility of the exhibitor to maintain an active credit card on file for services. Third party credit cards will be exempt from this policy when identified as such on the Method of Payment Form. Therefore, third parties will have a single event/project account established during the period of service.
2. All materials and equipment are on a rental basis and remain the property of AGS Exposition Services, Inc. except where specifically identified as a sale.
3. Payment of balances may be remitted in any form which complies with AGS Expo Services' Methods of Payment. Please note that any orders submitted without a method of payment, or any outstanding balances incurred will be applied to the primary credit card on file. AGS Expo Services will accept payment by cash, company check, Visa or MasterCard. All payments must be made in U.S. Funds.
4. If an exhibitor or third party requests a balance transfer from one Method of Payment to another Method of Payment, a Transfer Charge of 7% will be assessed on the total transferred balance. Transfers will only be made within a single established account. A zero balance for ordered services does not preclude the requirement of a credit card on file for service.
5. AGS Expo Services reserves the right to check the credit available on any card presented. If the exhibitor fails to review/pay their invoice prior to the close of the show, the charges will automatically be applied to the credit card on file.
6. To receive a discount, payment must accompany your advance order and be received prior to the deadline date on your order form.
7. All orders must be accompanied by a Method of Payment Form. Orders without a Method of Payment Form will be applied to the primary method of payment on file. No balance transfers will be allowed after an order has been processed.
8. AGS Expo Services requires payment for all services upon presentation of an invoice/statement at the exhibit site and exhibitors will be required to settle their accounts in full prior to the close of the exhibition/event.
9. Payment for all labor, equipment and services whether ordered by the exhibitor, display builder, non-official/third party contractors or other parties shall be the ultimate responsibility of the exhibiting company.
10. If your firm or agency requires a purchase order to be issued for any services rendered, such purchase order must accompany the order form(s). Government agencies please be advised.
11. Exhibitor/Third Party shall be responsible for any excise, property, sales or other taxes which may be levied or imposed upon the exhibitor/third party as it relates to different state and federal tax laws. In the event that the tax code changes after the publishing date of this service manual prior to or during an event, your invoice may be adjusted as required by law.
12. Tax Exemption Status - If your company is exempt from payment of sales tax, AGS requires you to forward an Exemption Certificate for the state in which the services are to be used. Resale Certificates are not valid unless you are re-billing these charges to your customers.
13. All adjustments to exhibitor accounts specifically noted on invoices or statements will be credited back in the method with which the service was originally purchased within 15-30 days after the close of any event. Refunds to credit cards may take an additional period of time to post depending upon the credit card company. No adjustments will be made as a result of changes in currency rates.
14. Should balances remain unfulfilled, AGS Expo Services reserves the right to institute collection action against all exhibitors/third parties in the event payment is not received within 20 days of the close of the event. Service charges of 1.5% per month or fraction thereof will be applied to the past due accounts; the annual rate per service charge is 18%. Fees associated with insufficient funds on personal or company checks will be added to your invoice.
15. A Non-Sufficient Funds fee will be assessed to any account in which a check is returned as being insufficient for payment.
16. All refunds less than \$35 must be requested by either the exhibiting company or related third party and will be refunded in the method in which it was remitted. As a result of certain remittance methods, fees and charges may apply.
17. It is the responsibility of the exhibitor to advise the AGS Expo Services on-site Service Center Representative of any problems with any orders, and to check their invoice for accuracy prior to the close of the event. For all exhibitors, invoices will be placed in your booth during the event for your convenience. No credits for un-noted missing or incomplete orders will be issued after the exhibition closing.
18. Once services have been rendered and no problems or complaints have been made to the on-site AGS Expo Service Center Representative, exhibitor or third party agrees not to dispute authorized charges on credit card(s).
19. All orders cancelled by the exhibitor due to non-participation or cancellation of the event will be subject to cancellation fees equal to 50% - 100% of the total order. Please see specific forms for cancellation fee details.

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811  
Phone: 407.292.0025 • Fax: 407.292.4414

Email: [eventservices@ags-expo.com](mailto:eventservices@ags-expo.com) Web: [www.ags-expo.com](http://www.ags-expo.com)



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International Union of Phlebology

XVII World Meeting of the International Union of Phlebology  
Hynes Convention Center  
Boston, MA  
September 8-13, 2013

Discount Price Deadline Date  
**AUGUST 9TH**  
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

### Notification of Intent

Exhibitors who plan to have a Non-official Service Contractor (also known as an Exhibitor Appointed Contractor) unpack, erect, assemble, dismantle and pack displays/equipment must submit this form and abide by the rules set forth in this Service Manual.

**Please provide the following information:**

Non-official Contractor Information (PLEASE PRINT OR TYPE)

Service Firm:	Phone:
Firm Contact:	Fax:
On-site Exhibitor Contact:	Cell Phone:
Address:	
Email Address:	

### Basic Requirements

1. The exhibitor must notify AGS Expo Services of its intent to use a Non-official Contractor by:

Notification Deadline: **Friday, August 9, 2013**

2. Non-official Contractors must submit proof of adequate insurance in the form of an original policy rider listing AGS Expo Services as additionally insured, furnished by their broker, to AGS Expo Services no later than the deadline date listed. This must include a copy of your Worker's Compensation Insurance Policy. Please see the following page for an example certificate.
3. All booth personnel must wear proper identification at show site.
4. If your exhibit services firm is a third party and will be billed for services at the event, please ensure your firm submits a Method of Payment Form and appropriately checks the Third Party box for payment authorization.

Please Note:

- **If the exhibiting company or Non-official Contractor fails to comply with any or all of the requirements, the Non-official Contractor will not be permitted to service your exhibit and AGS Expo Services must be hired for installation and dismantle labor. The Non-official Contractor will be able to provide supervision only. Please see the section titled Official Service Contractors and Exhibitor Appointed Contractors for a complete list of rules.**
- To confirm that your contractor can perform services at this event, please contact our Events Services Department.
- Any unpaid balances remain the ultimate responsibility of the exhibitor.

NOTIFICATION OF INTENT TO USE NON-OFFICIAL SERVICE CONTRACTORS

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## Example Certificate of Insurance

The example below outlines all of the required information regarding a Certificate of Liability Insurance for your appointed contractor. In order for a third party contractor to provide labor or services, an insurance certificate must be on file for each non-official service provider.

ACORD <sup>TM</sup> CERTIFICATE OF LIABILITY INSURANCE						DATE (MM/DD/YYYY) 07/19/2007	
PRODUCER (407)849-0333 FAX (407)425-5694 Insurance Agent of America 1111 America Lane Orlando, FL 32801				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURED ABC Company 1234 Corporate Lane Orlando, FL 32801				INSURERS AFFORDING COVERAGE		NAIC #	
				INSURER A: Scottsdale Ins Co			
				INSURER B: Hartford Underwriter		30104	
				INSURER C: Maxum Indemnity Company			
				INSURER D: A B C Insurance Company			
				INSURER E:			
COVERAGES							
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR ADD'L TR. RSVR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS		
A	GENERAL LIABILITY	12345678	05/25/2007	05/25/2008	EACH OCCURRENCE	\$ 1,000,000	
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (BASIC COVERAGE)	\$ 100,000	
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$ -0-	
					PERSONAL & ADV INJURY	\$ 1,000,000	
					GENERAL AGGREGATE	\$ 1,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
B	AUTOMOBILE LIABILITY	246810	05/25/2007	05/25/2008	COMBINED SINGLE LIMIT (E & A accident)	\$ 1,000,000	
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$	
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$	
	<input checked="" type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$	
	<input checked="" type="checkbox"/> HIRED AUTOS						
	<input checked="" type="checkbox"/> NON-OWNED AUTOS						
	GARAGE LIABILITY				AUTO ONLY - E & A ACCIDENT	\$	
	<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY - E & A ACC	\$	
					ADD	\$	
C	EXCESS/UMBRELLA LIABILITY	36912	05/25/2007	05/25/2008	EACH OCCURRENCE	\$ 2,000,000	
	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$ 2,000,000	
	<input type="checkbox"/> DEDUCTIBLE					\$	
	<input type="checkbox"/> RETENTION \$					\$	
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	WC1234567	05/25/2007	05/25/2008	WC STATUTORY LIMITS	OTHER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED?				E L EACH ACCIDENT	\$ 1,000,000	
	If yes, describe under SPECIAL PROVISIONS below				E L DISEASE - E & A EMPLOYEE	\$ 1,000,000	
					E L DISEASE - POLICY LIMIT	\$ 1,000,000	
	OTHER						
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS							
A G S Exposition Service Company, Inc. are hereby named as additional insured, except for Workers Compensation. The insurance provided for the benefit of A G S Exposition Service Company Inc shall be primary insurance as respect any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other Insurance maintained by A G S Exposition Service Company Inc shall be excess and non-contributory.							
CERTIFICATE HOLDER				CANCELLATION			
A G S Exposition Service Company Inc 4561 S W 34th Street Orlando, FL 32811				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL			
				30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.			
				AUTHORIZED REPRESENTATIVE			
				Byron Holton/CAF			
ACORD 25 (2001/08)				©ACORD CORPORATION 1988			

EXAMPLE CERTIFICATE OF INSURANCE

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811  
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## Labor Rules & Regulations

# UNION JURISDICTION FOR BOSTON, MASSACHUSETTS

We have provided these definitions to acquaint you with specific guidelines for labor. If you have any questions once you have read this, please address them to Show Management or to AGS Expo Services directly.

The unpacking, erection, assembling, dismantling, and packing of displays and equipment may be done by full-time employees of an exhibiting company. The official labor contractor for the exposition will have skilled craftsmen to assist exhibitors who wish to hire labor to perform these services. Arrangements for all temporary labor should be made through AGS Expo Services. Official labor order forms are included in the exhibitor service manual.

### **MATERIAL HANDLING:**

Work rules require that AGS Expo Services off-load all equipment and display material from commercial carriers/common carriers or van lines. The use of fork trucks, pallet jacks or lift gates are permitted only by personnel of AGS Expo Services. Exhibitors are allowed to perform their own material handling, provided they meet all of the following criteria:

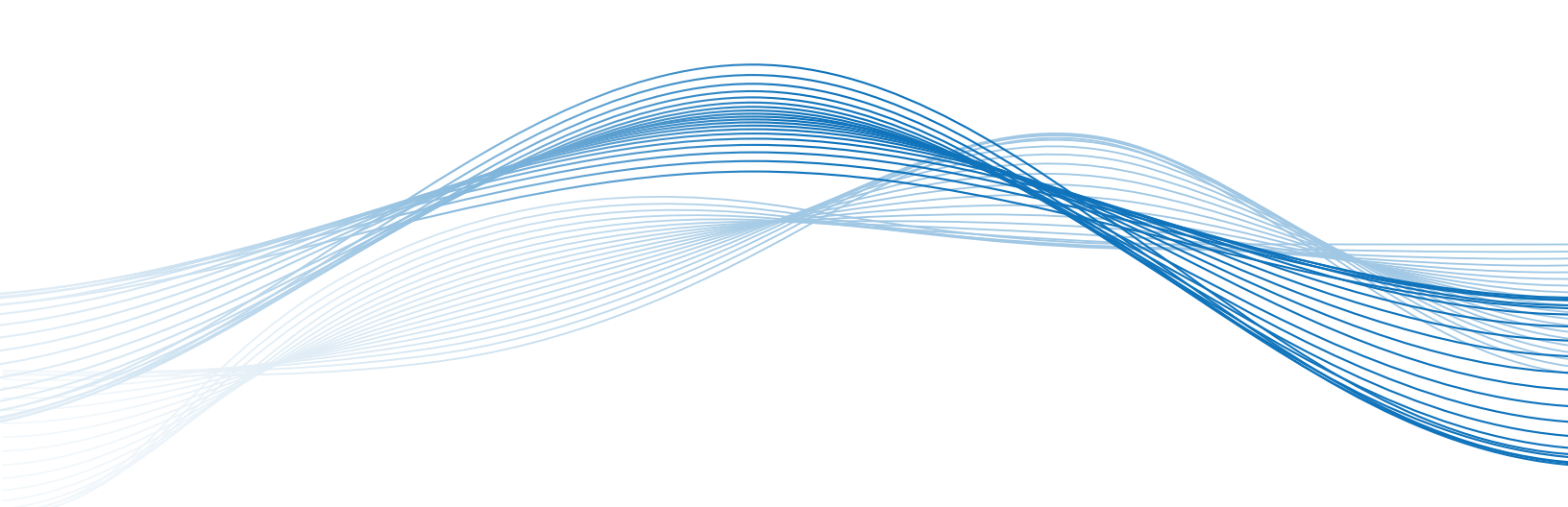
- Personnel performing the work must be full-time company employees of the exhibiting company.
- They must be off-loading from a company owned truck or rental vehicle, or from a car, van or truck owned by personnel of the exhibiting company.
- All trucks, including co-owned or rental vehicles, over 24' in length will be off-loaded or loaded by AGS Expo Services.
- Exhibitors may use only hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted. The use of fork trucks, pallet jacks, lift gates or any other mechanical equipment is not permitted by anyone other than AGS Expo Services.

### **BOOTH LABOR:**

Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own full-time employees. Please advise them not to bring outside labor of any kind.

### **TIPPING:**

Our Work Rules prohibit the SOLICITATION of tips by any of our employees. Our employees are paid excellent wages denoting a professional status and we feel that tipping is not necessary. Should you be SOLICITED for a tip, please report the incident to our Service Center as soon as possible.



# Standard Furnishings

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## Catalog & Order Forms

Carpet Order Form . . . . .	19
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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

### Standard Carpet

Standard Sizes			
Check One	Booth Size	Discount Price	Standard Price
<input type="checkbox"/>	10' x 10'	\$203.25	\$304.88
<input type="checkbox"/>	10' x 20'	\$407.55	\$611.33
<input type="checkbox"/>	10' x 30'	\$612.37	\$918.56

Custom Cut Sizes (For booths larger than 10' x 30')				
Booth Dimensions	Total Area	Discount Price	Standard Price	Total Price
		\$4.55 /sq. ft.	\$5.74 /sq. ft.	\$
• Custom sizes are available in any dimensions.				

Please Choose Your Carpet Color (check appropriate box below):

☐ Blue ☐ Red ☐ Gray ☐ Black ☐ Burgundy ☐ Purple ☐ Hunter Green ☐ Teal

• All booths larger than 10' x 30' require custom cut carpet.

### Plush Carpet

Enhance your exhibit with 26 oz. plush, heavy-cut polyester pile carpet.

Booth Dimensions		Total Area	Discount Price or	Standard Price	Total Price
	x	=	sq.ft. x \$7.05/sq.ft.	\$8.64/sq.ft.	= \$

Please Choose Your Carpet Color (check appropriate box below):

☐ Cherry Red ☐ Onyx Black ☐ Charcoal ☐ Colony Blue ☐ French Beige ☐ Emerald ☐ Gray Pearl

- Additional colors offered upon request.
- Custom carpet orders must be received by the deadline date above to guarantee carpet selection.
- Plush rental includes installation prior to delivery of your exhibit, taping of all edges, and visqueen covering.

### Additional Items

All items are available with standard, custom cut or plush carpets.

Booth Dimensions		Total Area	Discount Price or	Standard Price	Total Price
1/2" Foam Padding	x	=	sq.ft. x \$1.70 /sq.ft.	\$2.41 /sq.ft.	= \$
1" Foam Padding	x	=	sq.ft. x \$3.40 /sq.ft.	\$3.66 /sq.ft.	= \$
Visqueen	x	=	sq.ft. x \$0.75/sq.ft.	\$1.21/sq.ft.	= \$
Carpet Tape	x	=	sq.ft. x \$1.57 /sq.ft.	\$1.83 /sq.ft.	= \$

#### Please Note:

- All carpet rentals are set clean. However, exhibitor move-in and setup can cause debris. Please order cleaning if necessary.
- Prices include delivery, installation, rental, removal and are based on exhibit space dimensions.
- To order cleaning services complete the Booth Cleaning Order Form in the Booth Labor & Cleaning section.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Standard sizes may not completely fill the entire booth space due to placement of utility outlets on the event floor.

#### Cancellation Policy

- **Plush and custom-size booth carpet cancelled after being cut will be charged 100%. Standard carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.**

### Total Order

Subtotal: \$ \_\_\_\_\_

Sales Tax ( 6.25% ): \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

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[Submit Form](#)

CARPET ORDER FORM



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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

## Tables

Please use the following form to order any table and table accessories you may need for your booth. All AGS tables are solid wood construction covered with a white vinyl top. You may choose either skirted or unskirted tables.

### STEP 1 – Select Table

Skirted Tables			
Qty	Item	Discount	Standard
	4' Table - 30" high	\$146.56	\$219.71
	4' Table - 42" high	\$185.49	\$278.23
	6' Table - 30" high	\$162.24	\$243.22
	6' Table - 42" high	\$209.00	\$313.50
	8' Table - 30" high	\$177.91	\$267.26
	8' Table - 42" high	\$232.25	\$348.77

Unskirted Tables			
Qty	Item	Discount	Standard
	4' Table - 30" high	\$98.49	\$147.61
	4' Table - 42" high	\$130.36	\$195.42
	6' Table - 30" high	\$114.17	\$171.12
	6' Table - 42" high	\$153.88	\$230.68
	8' Table - 30" high	\$129.84	\$195.15
	8' Table - 42" high	\$177.13	\$265.69

## Table Accessories

Surround your table with a 4th side skirt covering all sides or place your items and information in clear view of attendees with a table riser.

Table Risers (Draped in White Vinyl)			
Qty	Item	Discount	Standard
	4'L x 8"W x 8"H	\$68.46	\$85.56
	6'L x 8"W x 8"H	\$85.92	\$107.41
	8'L x 8"W x 8"H	\$103.34	\$129.18

4th Side Skirts (Optional - only applicable to 6' and 8' tables)			
Qty	Item	Discount	Standard
	4th Side Skirted 30"h	\$62.60	\$78.24
	4th Side Skirted 42"h	\$62.60	\$78.24

### STEP 2 – Select Skirt Color

☐ Blue ☐ Teal ☐ Hunter Green ☐ Red ☐ Black ☐ Purple ☐ White ☐ Gray ☐ Burgundy ☐ Gold

Show color will apply if no color is selected. Color availability is only guaranteed with pre-orders.



Table with Skirt



Table with Riser & Skirt

**CANCELLATION POLICY:** At show site, 50% of original price.

## Total Order

Subtotal: \$ \_\_\_\_\_  
Sales Tax ( 6.25% ): \$ \_\_\_\_\_  
Total: \$ \_\_\_\_\_

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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

## Seating & Accessories

Please use the following form to order any seating and accessories you may need for your booth. All AGS accessories have been selected with the exhibitor in mind providing the best in seating and exhibiting accessories to display your products successfully.

Seating			
Qty	Item	Discount	Standard
	Padded Arm Chair	\$108.42	\$162.76
	Padded Side Chair	\$98.49	\$147.87
	Padded Stool	\$118.35	\$177.39

Display Items			
Qty	Item	Discount	Standard
	Display Case (5'x36" full view)	\$510.84	\$613.01
	Vert. Display Case (6' - 5 shelf)	\$584.79	\$701.74
	Ticket Tumbler	\$125.14	\$187.58
	Tack Board (vert. or hori.)	\$266.57	\$333.22
	Grid Panel (per meter)	\$184.77	\$221.72
	Black Sign Holder 22"x28"	\$114.17	\$142.71
	Literature Rack	\$169.50	\$225.98
	Easel	\$61.50	\$87.00
	Bag Rack	\$80.73	\$120.96
	Garment Rack	\$103.31	\$129.14
	Clothes Tree	\$103.31	\$129.14
	Fishbowl	\$15.68	\$19.59

Specialty Items			
Qty	Item	Discount	Standard
	Chrome Stanchion	\$66.36	\$82.95
	Plastic Chain (per foot)	\$4.32	\$6.48
	Black Velour Rope (8' sections)	\$47.03	\$58.78

Specialty Tables			
Qty	Item	Discount	Standard
	Rectangle Table 18"x36"x18"H	\$97.71	\$146.56
	Square Table 17"x17"x18"H	\$91.78	\$136.37
	Pedestal Table 30"Dx30"H	\$182.88	\$274.57
	Pedestal Table 30"Dx40"H	\$205.71	\$274.57

Booth Basics			
Qty	Item	Discount	Standard
	Wastebasket	\$23.83	\$29.78
	Shrink Wrap (per roll)	N/A	\$81.90
	Banding (per foot)	N/A	\$2.73
	Velcro (per foot)	N/A	\$2.73
	Clear Packing Tape (roll)	N/A	\$15.00
	Drape Hardware/Bases & Poles	\$18.56	\$23.20

Specialty Drape <i>(Show management approval)</i>			
Qty	Item	Discount	Standard
	8' High Drape (per foot)	\$17.82	\$26.65
	3' High Drape (per foot)	\$14.73	\$22.15
	Booth Close-off (Show Colors)	\$47.03	\$58.78

Color:			
<input type="checkbox"/> Blue	<input type="checkbox"/> Teal	<input type="checkbox"/> Hunter Green	<input type="checkbox"/> Red
<input type="checkbox"/> Black	<input type="checkbox"/> Purple	<input type="checkbox"/> White	<input type="checkbox"/> Gray
<input type="checkbox"/> Burgundy	<input type="checkbox"/> Gold		

**CANCELLATION POLICY:** At show site, 50% of original price.

## Total Order

Subtotal: \$ \_\_\_\_\_

Sales Tax ( 6.25% ): \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

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[Submit Form](#)



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## Seating



Padded Side Chair



Padded Arm Chair



Padded Stool

## Skirted Tables



### Available Skirt Colors



- Tables are available in lengths of 4, 6 and 8 ft. and heights of 30 or 42 inches.

## Popular Accessories



Rolling Rack



Literature Rack



Tack Board  
Vert - 4' x 8'  
Hori - 8' x 4'



Gray Pedestal Table  
30"D x 42"H (30" optional)



Ticket Tumbler



Wastebasket



Rectangle Table  
18"x36"x18"H



6' & 5' Display Case  
(6' Vert. Opt.)



Chrome Stanchions  
(Pictured with Chain)



Easel



Bag Rack



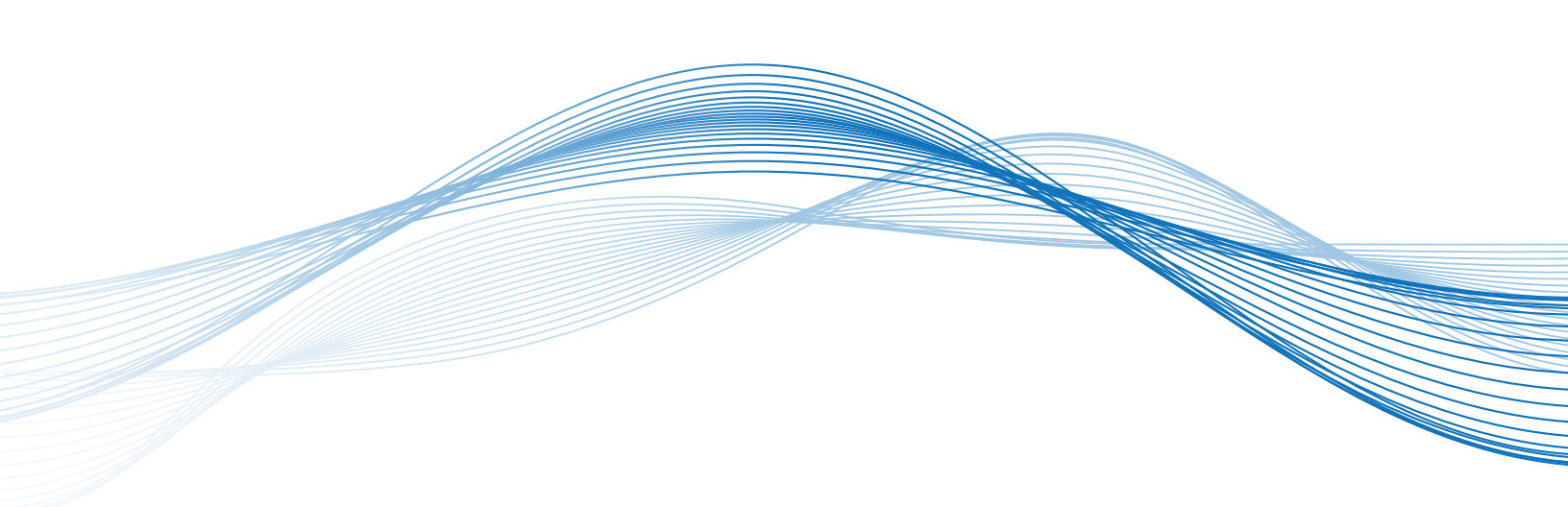
Chrome Sign Holder

### Please Note:

- Actual available products may vary. Please contact our Event Services Department to ensure the availability of specific item.
- All colors depend upon dye lots and lighting.

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# Displays & Graphics

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AGS EXPO  
SERVICES

## MODULAR DISPLAY UNITS

## CREATIVE SERVICES

From interlocking systems to pop-up displays, our Modular Display Units and accessories successfully promote your marketing vision and brand.

Designed with the exhibitor in mind, each unit is unique, customizable and affordably priced.

- Low cost display options for any budget
- Wide variety of counters, pull-out displays and kiosks
- Varying lengths available to accommodate your space
- Turnkey display services include installation and dismantle
- Floor coverings and other on-site services available





## MODULAR DISPLAY UNITS | **PROFORMA**

The Proforma display has a distinct column like graphics structure and a wide back-wall space for extended marketing content. With 10-foot and 20-foot lengths to accommodate any in-line exhibit space, our displays make exhibiting attractive and compelling.

The Proforma display is constructed from silver anodized aluminum and has a full two-meter header. This model can be customized to include cabinets, counters or kiosks.

### Each 10' Unit Includes:

- Standard Carpet
- Solid White Sintra Panels
- (2) Stylish Arm Lights
- (1) Counter w/doors
- Basic Header Copy

### Custom Options::

- Digital Print Graphic Panels
- Backlit Graphic Panels
- Additional Meter Counters
- Lockable Counter Doors
- Straight/Angled Shelving

PROFORMA 10' x 20' PLUS



**MDU Rental Price: \$2095.16**

PROFORMA 10' x 10' PLUS



**Order Now | 407.292.6162**



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SERVICES

## MODULAR DISPLAY UNITS | LYNX

With a distinct curved header and a two-meter wide graphic space for branding and messaging opportunities, the Lynx unit is one of our most popular structures. This display has a unique integrated counter and accessible storage space for a variety of uses. With 10-foot and 20-foot lengths to accommodate any in-line exhibit space, our displays make exhibiting attractive and compelling - a custom look without the custom price tag.

The Lynx display is constructed from silver anodized aluminum and has a full two-meter curved header. This model can be customized to include cabinets, counters or kiosks.

### Each 10' Unit Includes:

- Standard Carpet
- Solid White Sintra Panels
- (2) Stylish Arm Lights
- (1) Counter w/doors
- Basic Header Copy

### Custom Options:

- Digital Print Graphic Panels
- Backlit Graphic Panels
- Additional Meter Counters
- Lockable Counter Doors
- Straight/Angled Shelving

LYNX 10' x 20' PLUS



**MDU Rental Price: \$2442.76**

LYNX 10' x 10' PLUS



Order Now | 407.292.6162



## MODULAR DISPLAY UNITS | **OPTIMA**

The Optima display, with its unique curved design element, is both stylish and within your budget. The central display area is perfect for a wide-format LCD display or custom shelving, with ample room for content and branding. With 10-foot and 20-foot lengths to accommodate any in-line exhibit space, our displays make exhibiting attractive and compelling.

The Optima display is constructed from silver anodized aluminum and has a full two-meter header. This model can be customized to include cabinets, counters or kiosks.

### Each 10' Unit Includes:

- Standard Carpet
- Solid White Sintra Panels
- (2) Stylish Arm Lights
- (1) Counter w/doors
- Basic Header Copy

### Custom Options:

- Digital Print Graphic Panels
- Backlit Graphic Panels
- Additional Meter Counters
- Lockable Counter Doors
- LCD Display or Mount

OPTIMA 10' x 20' PLUS



**MDU Rental Price: \$2221.63**

OPTIMA 10' x 10' PLUS



**Order Now | 407.292.6162**



AGS EXPO  
S E R V I C E S

## MODULAR DISPLAY UNITS | **SOLUTIONS 1**

Simple to construct and easy to ship, AGS offers a wide variety of portable pop-up displays. The Solutions 1 offers a three-panel, mural-style display for Velcro® applied or digitally printed graphics. Where simplicity and ease of setup is key, this highly visible display can be outfitted with a variety of accessories. These units are available to rent or purchase.

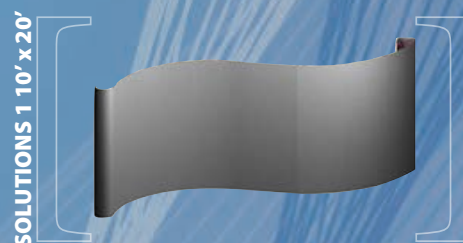
### Each 10' Unit Includes:

- Standard Carpet
- Velcro® receptive panels

### Custom Options:

- Rugged shipping container
- Customizable graphics for podium
- Additional lighting or shelves

**MDU Rental Price: \$1750.00**



SOLUTIONS 1 | 10' x 10'



Order Now | 407.292.6162



## MODULAR DISPLAY UNITS | **SOLUTIONS 10**

Our Solutions 10 display provides a modern, slick and stylish appearance. This extrusion-based exhibit features NEW Velcro-applied graphics. Headers and wings available in UV printed colors or frosted Plexiglas. These units come with two lights. Options include LCD monitor mounts, tables, counters, literature pockets and larger freight cases.

### Each 10' Unit Includes:

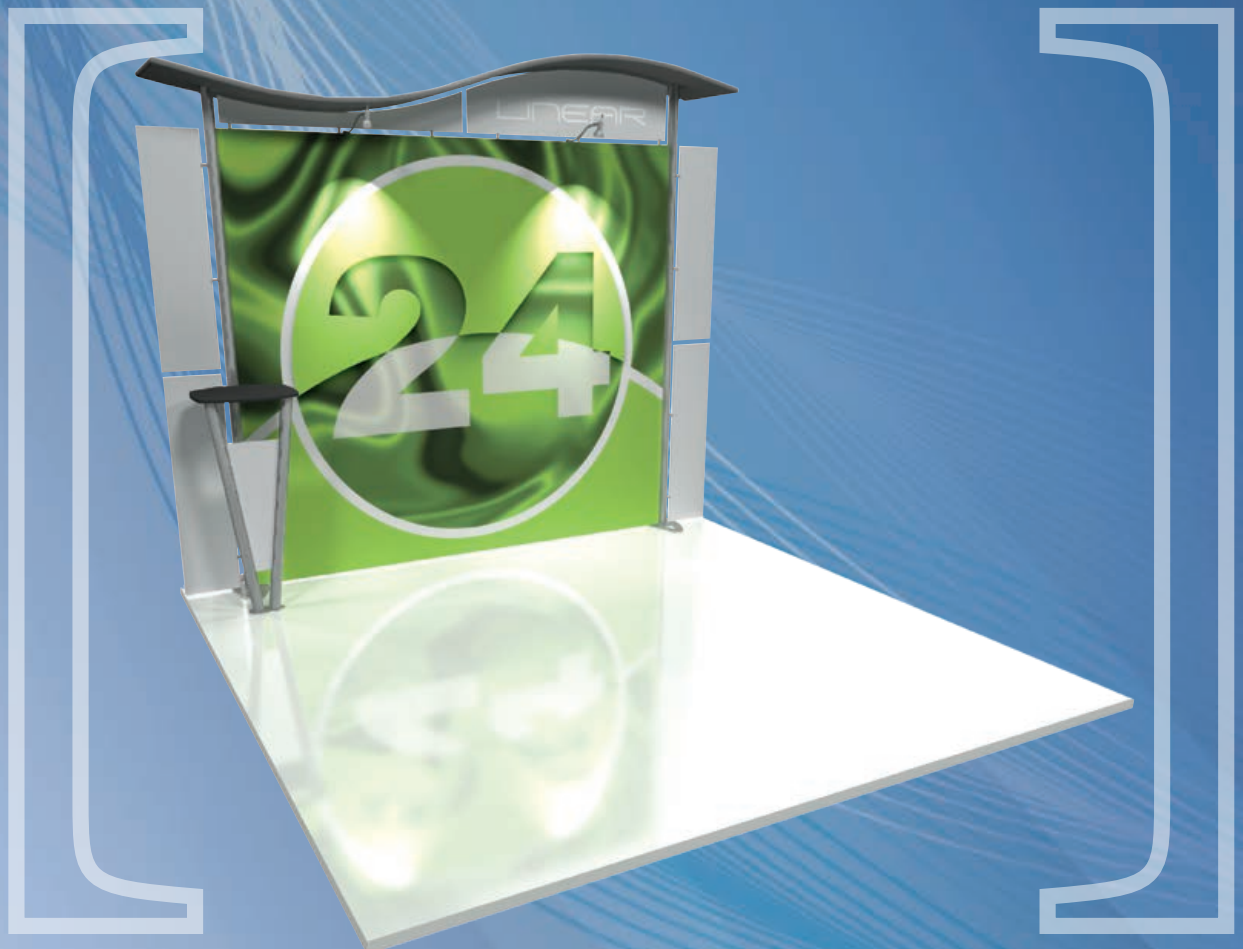
- Standard Carpet
- Solid White Sintra Panels
- (2) Stylish Arm Lights

### Custom Options:

- Digital Print Graphic Panels
- Custom Counters
- Straight/Angled Shelving

**MDU Rental Price: \$1950.00**

SOLUTIONS 10 | 10' x 10'



**Order Now | 407.292.6162**



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S E R V I C E S

## MODULAR DISPLAY UNITS | **SOLUTIONS PREMIUM**

The Solutions Premium is a whole new approach to a traditional structure. Constructed from modern, square aluminum system, this display features custom options like integrated shelving, seamless "plant-on" style graphics and a unique stand-off header option. The Solutions Premium display revolutionizes the modular in-line exhibit. With 10-foot and 20-foot lengths to accommodate any in-line exhibit space, our displays make exhibiting attractive and compelling.

The Solutions Premium display is constructed from square-post silver anodized aluminum and can be customized to include cabinets, counters or kiosks.

### Each 10' Unit Includes:

- Standard Carpet
- Solid White Sintra Panels
- (4) Custom Shelves
- (2) Stylish Arm Lights
- (1) Counter w/doors

### Custom Options:

- Digital Print Graphic Panels
- Stand-Off & Custom Routed Header
- Additional Meter Counters
- Lockable Counter Doors

**MDU Rental Price: \$3018.00**

SOLUTIONS PREMIUM 10' x 10'



Order Now | 407.292.6162





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SERVICES

## MODULAR DISPLAY UNITS | INSIGHT

The Insight offers a modern flare to a backwall-style structure. Seamless plant-on graphics run edge-to-edge giving this wildly simple structure breathtaking graphic appeal. Supported by our robust system frame work, you can add pieces like LCD displays or custom shelving, with ample room for content and branding. With 10-foot and 20-foot lengths to accommodate any in-line exhibit space, the Insight is a distinct choice for your next event.

The Insight display is plated in direct-to-substrate printed panels and supported by our aluminum system. This model can be customized to include cabinets, counters or kiosks.

### Each 10' Unit Includes:

- Standard Carpet
- Solid White Sintra Panels

### Custom Options:

- Digital Print Graphic Panels
- Unique Floor Coverings
- Additional Counters
- Lockable Counters
- LCD Display or Mount

INSIGHT 10' x 20'



MDU Rental Price: \$2450.00

INSIGHT 10' x 10' PLUS

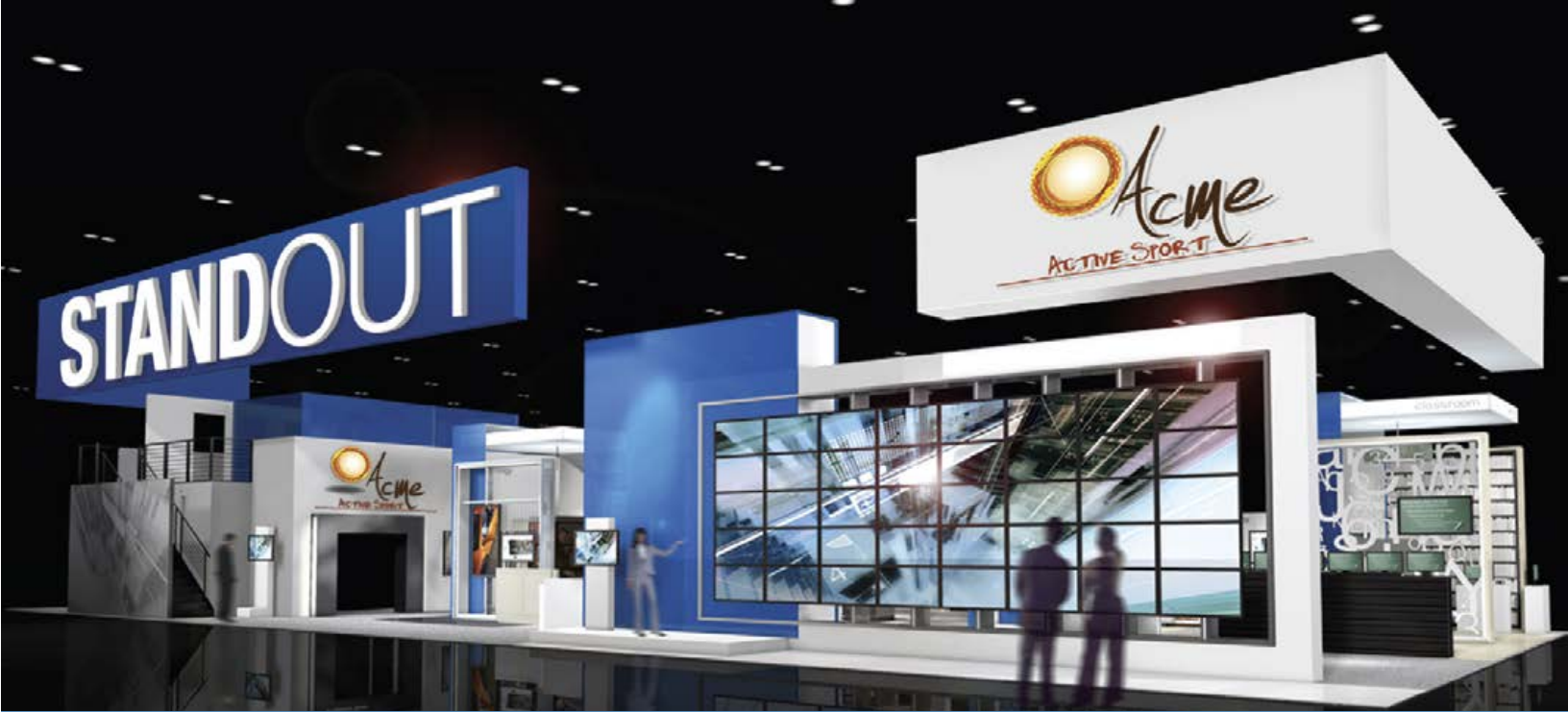


Order Now | 407.292.6162



# GET CREATIVE

## CUSTOM DISPLAYS



AGS Exhibits is an integrated ideas factory offering a fusion of creativity and tradeshow industry expertise. Our aim is to generate a display that will help you realize your marketing objectives, build customer awareness and deliver your message with flair and creativity.

AGS has a long history of quality and experience in compelling display graphics. Our blending of efficient practices, new printing technologies and high-quality materials results in flawless graphics, customer focused service and on-time delivery.



### Custom Display Services:

- Hardwall or modular system designs
- Specialty floor coverings
- Unique counters & kiosks
- A/V solutions & presentation services
- Fully CAD rendered designs & drawings
- Multi-Level structures

### Display Graphics:

- Theme & logo design
- Computer-cut vinyl
- Pull-out banners & backdrops
- Back-lit images/duratrans
- Flooring/carpet graphics
- Photo-realistic prints & enlargements

### Let's Get Started!

phone: 1.800.292.6162  
fax: 1.407.292.4414

email: [exhibits@ags-expo.com](mailto:exhibits@ags-expo.com)  
website: [www.ags-expo.com/exhibits](http://www.ags-expo.com/exhibits)



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Hynes Convention Center  
Boston, MA  
September 8-13, 2013

Discount Price Deadline Date  
**AUGUST 23RD**  
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

## MDU Order Form

Make your exhibit stand out. AGS offers distinct turnkey displays to give your exhibit the look you need. Because our system is so flexible, we can design just about anything. If there is something special you would like constructed, please allow us the opportunity to provide your company with a specialized quote. Follow the steps below to organize and complete a Modular Display Unit that fits your needs and budget.

### All Orders Include:

- Installation & Dismantle of Exhibit
- Standard Carpet (except table tops)
- Two Stylish Arm Lights (per 10' unit)
- Basic Header with Company Name

### STEP 1 - Select an MDU (See next page for remaining steps)

Optima			
<input type="checkbox"/> 10' x 10'	\$2,221.63	<input type="checkbox"/> 10' x 20'	\$4,266.50

Optima PLUS			
<input type="checkbox"/> 10' x 10'	\$2,879.89	<input type="checkbox"/> 10' x 20'	\$5,485.50

Lynx			
<input type="checkbox"/> 10' x 10'	\$2,422.76	<input type="checkbox"/> 10' x 20'	\$4,647.44

Lynx PLUS			
<input type="checkbox"/> 10' x 10'	\$2,849.41	<input type="checkbox"/> 10' x 20'	\$5,546.45

Proforma			
<input type="checkbox"/> 10' x 10'	\$2,095.16	<input type="checkbox"/> 10' x 20'	\$4,114.13

Proforma PLUS			
<input type="checkbox"/> 10' x 10'	\$2,514.19	<input type="checkbox"/> 10' x 20'	\$5,005.51

MODULAR DISPLAY UNIT (MDU) ORDER FORM

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811  
Phone: 407.292.0025 • Fax: 407.292.4414

Email: [eventservices@ags-expo.com](mailto:eventservices@ags-expo.com) Web: [www.ags-expo.com](http://www.ags-expo.com)

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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

## Modular Display Unit Order Form

### STEP 2 - Select Your Package (check only one box)

☐ **BASIC PACKAGE** - Priced as Listed on Unit

- Installation & Dismantle of Exhibit
- Standard Carpet (*except Onyx table tops*)
- Two Stylish Arm Lights (per 10' unit)
- Basic Header with Company Name

Electrical not included with MDU

### PLEASE CHOOSE YOUR STANDARD CARPET COLOR:

<input type="checkbox"/> Blue	<input type="checkbox"/> Red	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Gray	<input type="checkbox"/> Black	<input type="checkbox"/> Purple	<input type="checkbox"/> Hunter Green	<input type="checkbox"/> Teal
-------------------------------	------------------------------	-----------------------------------	-------------------------------	--------------------------------	---------------------------------	---------------------------------------	-------------------------------

### PLEASE INDICATE YOUR HEADER COPY:

- All header copy is printed in standard black lettering.

### ALTERNATE PANEL COLORS (ADDITIONAL 35% CHARGE):

<input type="checkbox"/> Blue	<input type="checkbox"/> Red	<input type="checkbox"/> Gray	<input type="checkbox"/> Black	<input type="checkbox"/> Green
-------------------------------	------------------------------	-------------------------------	--------------------------------	--------------------------------

- All MDUs come with standard white panels.

☐ **PREMIUM PACKAGE** - Add \$1,620.06 + tax (per 10' unit, please call for 20' unit quote)

- Installation & Dismantle of Exhibit
- Upgraded 26 oz. Carpet (except Onyx table tops)
- Two Stylish Arm Lights (per 10" unit)
- Daily Vacuuming for Exhibit
- \$250.00 Credit toward Custom Graphics
- (1) 30" Pedestal Table, (2) Padded Side Chairs

### PLEASE CHOOSE YOUR UPGRADED CARPET COLOR:

<input type="checkbox"/> Cherry Red	<input type="checkbox"/> Onyx Black	<input type="checkbox"/> Charcoal	<input type="checkbox"/> Colony Blue	<input type="checkbox"/> French Beige	<input type="checkbox"/> Emerald	<input type="checkbox"/> Gray Pearl
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- Additional colors offered upon request.
- Rental includes installation prior to delivery of your exhibit, taping of all edges, and visqueen covering.

MDU CUSTOM GRAPHICS - \$359.38 Credit

AGS will contact you regarding your graphic order needs. AGS Graphics offers a variety of services to create a sleek and marketable look for your event. Please contact an Event Services Coordinator for file format requirements to prepare your graphics submission.

### ALTERNATE PANEL COLORS (ADDITIONAL 35% CHARGE):

<input type="checkbox"/> Blue	<input type="checkbox"/> Red	<input type="checkbox"/> Gray	<input type="checkbox"/> Black	<input type="checkbox"/> Green
-------------------------------	------------------------------	-------------------------------	--------------------------------	--------------------------------

- All MDUs come with standard white panels.

MODULAR DISPLAY UNIT (MDU) ORDER FORM

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811  
Phone: 407.292.0025 • Fax: 407.292.4414

Email: [eventservices@ags-expo.com](mailto:eventservices@ags-expo.com)

Web: [www.ags-expo.com](http://www.ags-expo.com)

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Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

## Modular Display Unit Order Form

### STEP 3 - Select Your Accessories:

Cabinets		
Qty	Item	Discount
	30" - 1 Meter x 1/2 Meter	\$745.20
	30" - 2 Meter x 1/2 Meter	\$1,162.39
	30" - 1 Meter Curved	\$780.24
	30" Sliding Doors	\$119.43
	42" - 1 Meter x 1/2 Meter	\$808.90
	42" - 2 Meter x 1/2 Meter	\$1,226.15
	42" - 1 Meter Curved	\$843.93
	42" Sliding Doors	\$150.32

Shelving		
Qty	Item	Discount
	Straight Shelves	\$133.76
	Angled Shelves	\$133.76
	Interior Shelves	\$107.01

Lighting & Light Boxes		
Qty	Item	Discount
	Swivel Flood Light	\$133.76
	Light Box - Small	Quote Only
	Light Box - Medium	Quote Only
	Light Box - Large	Quote Only

Literature Holders		
Qty	Item	Discount
	Leaflet Holder	\$83.60
	Brochure Holder	\$83.60
	Literature Rack	\$169.50

Paneling & Hooks		
Qty	Item	Discount
	1 Meter x 8' Slatwall	\$334.39
	Waterfall Hooks	\$39.81

#### PLEASE NOTE:

- Complete MDU packages can only be guaranteed if ordered prior to the discount deadline date.
- A 30% surcharge will apply to all orders made after the discount deadline depending upon availability of MDUs and MDU accessories. Some changes cannot be completed on-site.
- Custom furnishings will be delivered to your booth separately from MDUs and accessories.
- No units include electrical service. Electrical services must be ordered separately.

#### CANCELLATION POLICY

All order cancellations must be received prior to the discount deadline date. Orders cancelled at show site will be subject to a 100% cancellation fee.

### Total Order

**STEP 1** MDU Rental Price: \$ \_\_\_\_\_

**STEP 2** Premium Package (If applicable): \$ \_\_\_\_\_

Alternate Panel Color (35% of MDU if applicable): \$ \_\_\_\_\_

**STEP 3** Accessories - Subtotal: \$ \_\_\_\_\_

Sales Tax (6.25%): \$ \_\_\_\_\_

Total MDU Package: \$ \_\_\_\_\_

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Phone: 407.292.0025 • Fax: 407.292.4414

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MODULAR DISPLAY UNIT (MDU) ORDER FORM



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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	



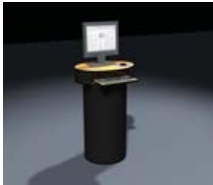
## Computer Kiosk Order Form

Stylish and functional, each computer kiosk is constructed from anodized aluminum. These kiosks can serve as a centerpiece to any exhibit offering ample space to display computers, digital displays or information. Every unit can be customized for your needs to include custom counter tops, graphic panels and backlights.

### All Orders Include:

- Installation & Dismantle of Unit
- White Sintra Panels
- Custom Graphics Upgrade Options
- Ample Counter Space for Computers

### Select a Kiosk:



#### Kiosk A ☐

\$556.18 per unit

Designed with space in mind, this smaller Velcro® receptive unit can be covered in unique display graphics.



#### Kiosk B ☐

\$1,022.44 per unit

This kiosk offers wide tower graphic space with a full meter high counter and lockable storage space upon request.



#### Kiosk C ☐

\$796.16 per unit

With a wide semi-circular counter top, this kiosk has ample space for large monitors and computers.

### Please Note:

- Computer kiosks can only be guaranteed if ordered prior to the discount deadline date posted at the top of this page.
- All orders received after the discount deadline date will be assessed a 30% surcharge and are subject to availability at the time the order is received.
- Units do not include electrical service. Electrical services must be ordered separately using the appropriate order form included in this Exhibitor Service Manual.

## Total Order

Order Subtotal: \$ \_\_\_\_\_

☐

Sales Tax (6.25%): \$ \_\_\_\_\_

Total Computer Kiosk Order: \$ \_\_\_\_\_

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811  
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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

## Signs & Graphics

Whatever your graphic needs, AGS will work closely with you to create effective and attractive display graphics. Tell us your objective and we will match you with the best product. We can also assist you with design and branding. If you have any questions, please contact us at 407.999.5699 or email us at [graphics@ags-expo.com](mailto:graphics@ags-expo.com)

Sign Sizes			
Quantity	Size (h x w)	Discount	Standard
	7" x 11"	\$43.20	\$56.16
	7" x 22"	\$44.50	\$57.85
	7" x 44"	\$48.75	\$73.25
	11" x 14"	\$54.00	\$70.20
	14" x 44"	\$81.20	\$105.56
	22" x 28"	\$87.00	\$126.25
	28" x 44"	Quote Only	Quote Only
	40" x 60"	Quote Only	Quote Only

**NOTE:** Optional Services may be required for signs with more than 10 words or those requiring special printing.

### Substrates (Optional)

- |                                    |                                    |                                      |
|------------------------------------|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Foamcore  | <input type="checkbox"/> Acrylic   | <input type="checkbox"/> Banner      |
| <input type="checkbox"/> Duratrans | <input type="checkbox"/> Sintra    | <input type="checkbox"/> Gator Board |
| <input type="checkbox"/> Canvas    | <input type="checkbox"/> Show Card |                                      |

### Specialty Sizes (attach any details for quote)

Quantity \_\_\_\_\_ Size \_\_\_\_\_" x \_\_\_\_\_"

☐ Vertical ☐ Horizontal ☐ Use your judgement for layout

Background Color \_\_\_\_\_ Lettering Color \_\_\_\_\_

Quantity \_\_\_\_\_ Size \_\_\_\_\_" x \_\_\_\_\_"

☐ Vertical ☐ Horizontal ☐ Use your judgement for layout

Background Color \_\_\_\_\_ Lettering Color \_\_\_\_\_

### Optional Services

Quantity	Item	Price
_____	Over 10 Words	\$1.00/word
_____	Alternate copy color	\$7.50/change
_____	Easel Back	\$7.65/sign
_____	Plastic sign holder	\$12.50/sign
_____	Logo sign	Quote Only

Sign Copy (please include any text, sketches, image files or design ideas when submitting your order)

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### Please Note:

- All sign prices above are quoted based on one (1) text color, white showcard, 10 words or less per sign and print-ready artwork.

## Total Order

Order Subtotal: \$ \_\_\_\_\_

Sales Tax (6.25%): \$ \_\_\_\_\_

Total Order: \$ \_\_\_\_\_

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Phone: 407.292.0025 • Fax: 407.292.4414

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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

## Signs & Graphics

# Roll Out Your Ideas

Our ultra-portable, lightweight, pullout banners make a perfect addition to any exhibit space. Display new products or billboard information.

Each display is durable providing a lifetime of use.

Changing your graphics?

Interchangeable graphics make this a simple and affordable way to keep your exhibit looking stylish and new.

Banner Stands			
Quantity	Name	Size	Discount
	Phoenix	31.5"W x 84"H	\$542.59
	Phoenix PLUS	39.25"W x 84"H	\$570.81
	Phoenix 2	(2x) 31.5"W x 84"H	\$679.73
	Opal	31.5"W x 78.5"H	\$381.34
	Diamond	36"W up to 95"H	\$425.86
<ul style="list-style-type: none"> <li>• <b>Quoted prices based on print-ready artwork.</b></li> <li>• Each unit comes with its own carrying case.</li> <li>• Prices do not include shipping.</li> <li>• Orders received after the deadline date will be assessed an additional 50% surcharge.</li> </ul>			
Total Order			
<b>Order Subtotal:</b> \$ _____			
<b>Sales Tax (6.25%):</b> \$ _____			
<b>Total Order:</b> \$ _____			



The Diamond



The Phoenix



The Opal



The Phoenix 2



The Phoenix PLUS

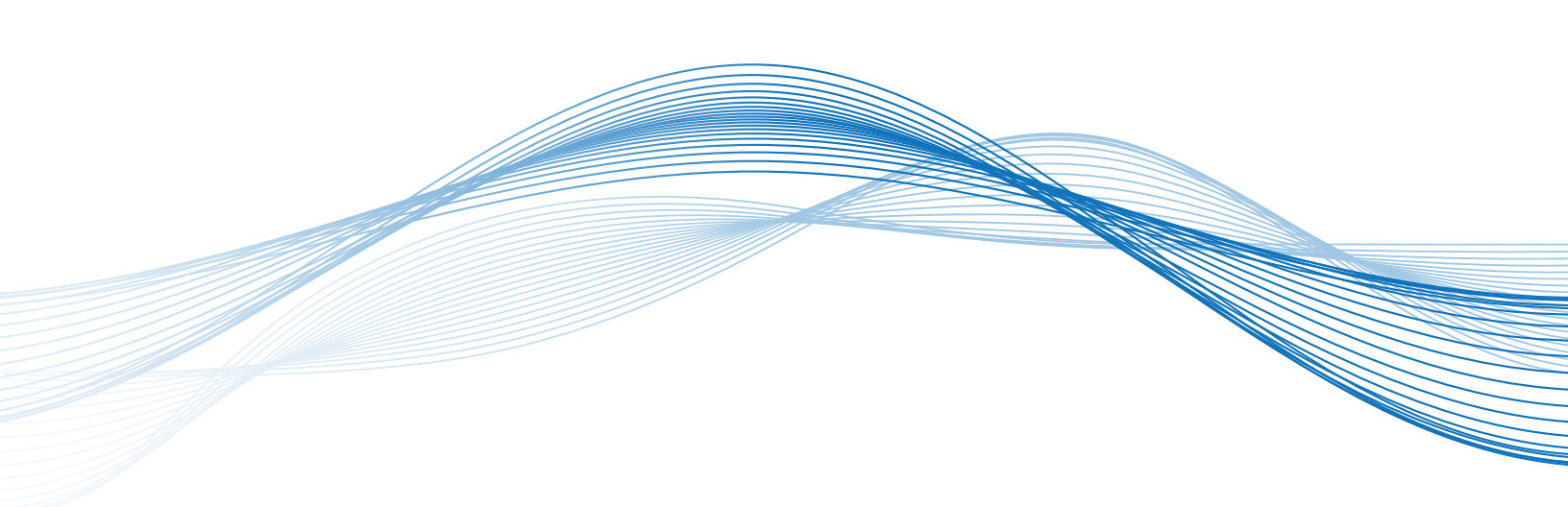
BANNER STANDS ORDER FORM

**MORE TO CHOOSE FROM**  
**Call 407.292.6162**

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# Custom Furnishings

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## Catalog and Order Forms

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Deadline Date  
AUGUST 23RD**

Method of payment must accompany your order



## Whisper

### Sophistication



Whisper White Leather Sofa  
87"L x 37"D x 35"H



Whisper White Leather Loveseat  
61"L x 37"D x 35"H



Whisper White Leather Chair  
35"L x 37"D x 35"H



Whisper White Leather Bench  
60"L x 24"D x 17"H



Whisper White Leather Square  
40"L x 40"D x 17"H



Whisper White Leather Circle  
46" Round x 17"H

## Sophistication



Sophistication White Leather Sofa  
72"L x 31"D x 48"H



Sophistication White Leather  
Loveseat  
48"L x 31"D x 48"H



Sophistication White Leather Chair  
27"L x 31"D x 48"H



Sophistication White Leather Corner  
31"L x 31"D x 48"H



Sophistication White Leather  
Outside Corner  
48"L x 48"D x 48"H



Sophistication White Leather  
Curve Banquette  
84"L x 31"D x 48"H



Sophistication White Leather  
Ottoman  
31" SQ X 19"H

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811  
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## Continental



Continental White Leather Curved  
Loveseat  
82"L x 34"D x 31"H



Continental White Leather Reverse  
Loveseat  
72"L x 34"D x 31"H



Continental White Leather Wedge  
Ottoman  
30"L x 34"D x 19"H



Continental White Leather Curved  
Bench  
70"L x 26"D x 19"H

## Metro



Metro Black Leather Sofa  
85"L x 35"D x 35"H



Metro Black Leather Loveseat  
60"L x 35"D x 35"H



Metro Black Leather Chair 82"L x  
35"D x 35"H

## Grammercy



Grammercy Charcoal Leather Sofa  
82"L x 36"D x 36"H



Grammercy Charcoal Leather  
Loveseat  
57"L x 36"D x 36"H



Grammercy Charcoal Leather Chair  
28"L x 36"D x 36"H



Grammercy Charcoal Leather  
Corner  
36"L x 36"D x 36"H



Grammercy Charcoal Leather  
Chaise  
28"L x 63"D x 36"H

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## Tuscany



Tuscany Brown Leather Sofa  
79"L x 38"D x 38"H



Tuscany Brown Leather Loveseat  
56"L x 38"D x 38"H



Tuscany Brown Leather Chair  
33"L x 38"D x 38"H

## Suave



Suave Midnight Black Sofa  
77"L x 36"D x 33"H



Suave Midnight Black Loveseat  
54"L x 36"D x 33"H



Suave Midnight Black Chair  
32"L x 36"D x 33"H



Suave Midnight Black Scoop  
30"L x 25"D x 20"H

## Bella



Bella Chocolate Sofa  
84"L x 38"D x 34"H



Bella Chocolate Loveseat  
61"L x 38"D x 34"H



Bella Chocolate Chair  
38"L x 38"D x 34"H

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## Imperial



Imperial Aubergine Sofa  
82"L x 36"D x 36"H



Imperial Aubergine Chair  
28"L x 36"D x 36"H



Imperial Aubergine Bench  
48"L x 21"D x 18"H

## Trusuede Tangerine



Trusuede Tangerine Sofa  
84"L x 36"D x 33"H



Trusuede Tangerine Chair  
40"L x 36"D x 33"H



Tangerine Orange Scoop  
30"L x 25"D x 20"H



Trusuede Tangerine Bench  
62"L x 24"D x 18"H

## Stage Chairs



Empire Chair White Leather  
28"L x 32"D x 32"H



Empire Chair Black Leather  
28"L x 32"D x 32"H



Midnight Suede Stage Chair  
25"L x 26"D x 37"H



Chamois Suede Stage Chair  
25"L x 26"D x 37"H



Buckskin Suede Stage Chair  
25"L x 26"D x 37"H



White Ibiza Chair  
25"L x 24"D x 17"H



Black Ibiza Chair  
25"L x 24"D x 17"H

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## Ottomans & Benches



Curved Bench, Continental Madras  
White Leather  
70"L x 26"D x 19"H



Square, Whisper White Leather  
40"L x 40"D x 17"H



Square, Grammercy Charcoal  
Leather  
40"L x 40"D x 17"H



Bench, Whisper White Leather  
60"L x 24"D x 17"H



Bench, Grammercy Charcoal  
Leather  
60"L x 24"D x 17"H



Metro Black Leather Cube  
18"L X 18"D x 18"H



Whisper White Leather Cube  
18"L X 18"D x 18"H

## Round Ottomans & Banquettes



Round, Whisper White Leather  
46" Round x 17"H



Whisper White Leather Banquette,  
Tufted (2 pcs)  
59" Round x 38"H



1/4 Round, Whisper White Leather  
34"L 19"D 17"H



Round, Grammercy Charcoal  
Leather  
46" Round x 17"H



Grammercy Charcoal Leather  
Banquette (2 pcs)  
59" Round x 38"H



1/4 Round, Grammercy Charcoal  
Leather  
34"L 19"D 17"H



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## Bars



**Manhattan Martini Bar**  
63"L x 29"W x 42"H



**Ultimate Bar (Rectangle Top) Lighted**  
60"L 36"W 50"H



**Ultimate Bar (Radius Top) Lighted**  
82"L 36"W 50"H



**VIP 6' Glow Bar Lighted**  
72"L x 24"D x 42"H



**VIP 4' Glow Bar Lighted**  
48"L x 24"D x 42"H



**VIP Corner Bar Lighted**  
24"L x 24"D x 42"H



**VIP Curve Bar Lighted**  
86"L x 24"D x 42"H

## Occasional Tables



**Reno Chrome Glass End Table**  
25" Round x 21"H



**Reno Chrome Glass Cocktail Table**  
45"L x 32"D x 18"H



**Reno Chrome Glass Sofa/Console  
Table**  
46"L x 17"D x 29"H



**Tribeca Black Wood End Table**  
25"W x 29"D x 24"H



**Tribeca Black Wood Cocktail Table**  
50"L x 30"D x 19"H



**Tribeca Black Wood Sofa/Console  
Table**  
48"L x 18"D x 30"H



**Harmony Cappuccino Wood End  
Table**  
24" Round x 22"H



**Harmony Cappuccino Wood  
Cocktail Table**  
51"L x 28"D x 18"H

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## Occasional Tables



**Harmony Cappuccino Wood Sofa/  
Console Table**  
52"L x 18"D x 30"H



**Vivid Glass End Table**  
26"L x 26"D x 21"H



**Vivid Glass Cocktail Table**  
50"L x 24"D x 16"H



**Vivid Glass Sofa/Console Table**  
50"L x 24"D x 30"H



**Quad White End Table**  
24"L x 20"D x 22"H



**Quad White Cocktail Table**  
44"L x 20"D x 18"H



**Quad White Sofa/Console Table**  
44"L x 20"D x 30"H



**Tetrad Storm Grey End Table**  
24"L x 20"D x 22"H



**Tetrad Storm Grey Cocktail Table**  
44"L x 20"D x 18"H



**Tetrad Storm Grey Sofa/Console  
Table**  
44"L x 20"D x 30"H



**Novel Single Bench End Table**  
15"L x 15"D x 16"H



**Novel Double Bench Cocktail Table**  
46"L x 15"D x 16"H



**Cube, White Cocktail Table**  
24"L x 24"D x 16"H



**White Cube End Table**  
24"L x 24"D x 21"H



**Black Cube End Table**  
24"L x 24"D x 16"H



**Black Cube Cocktail Table**  
24"L x 24"D x 21"H



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## Lighting



Brushed Steel-White Vinyl Moire  
Table Lamp  
26"H



Brushed Steel-White Vinyl Moire  
Floor Lamp  
66"H



Brushed Nickel Table Lamp  
29"H



Brushed Nickel Floor Lamp  
60"H



Rubbed Bronze Table Lamp Floor  
Lamp  
28"H



Rubbed Bronze Floor Lamp  
60"H



Brushed Steel/Red Vinyl Moire  
Table Lamp  
29"H



Brushed Steel/Red Vinyl Moire  
Floor Lamp  
66"H

## Café Tables (Please Select Black Base or Chrome Base)



White Rectangle (Black or Chrome  
Bases) 6' Cafe Table  
72"L x 24"W x 29"H



White Square (Black or Chrome  
Base) Cafe Table  
24"SQ x 29"H



Maple (Black or Chrome Base) Cafe  
Table  
30" Round x 29"H  
36" Round x 29"H



Black (Black or Chrome Base) Cafe  
Table  
30" Round x 29"H  
36" Round x 29"H



White (Black or Chrome Base) Cafe  
Table  
30" Round x 29"H  
36" Round x 29"H



HAYDEN CAFE TABLE II  
78"L x 36"D x 30"H

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## Café Chairs



**Leslie White Café Chair**  
20"W x 20"D x 39"H



**Circle White Café Chair**  
25"W x 22"D x 30"H



**Caprice Black & Chrome Café Chair**  
22"W x 32"H



**Criss Cross Espresso Café Chair**  
17"W x 35"H



**Criss Cross White Café Chair**  
17"W x 35"H



**Escape Maple Café Chair**  
17"W x 32"H



**Hayden Bench**  
67"L x 16"D x 17"H



**Sonic Black Café Chair**  
20"W x 32"H

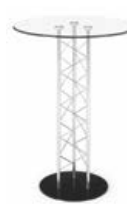
## Bar Tables (Please Select Black Base or Chrome Base)



**White Rectangle (Black or Chrome  
Bases) 6' Bar Table**  
72"L x 24"D x 42"H



**White Square (Black or Chrome  
Base) Bar Table**  
24"SQ x 42"H



**Chardonnay Glass & Chrome Bar  
Table**  
31" Round x 42"H



**Bravo White with Chrome Base  
Bar Table**  
30" Round x 42"H



**Black (Black or Chrome Base) Bar Table**  
30" Round x 42"H  
36" Round x 42"H



**Maple (Black or Chrome Base) Bar Table**  
30" Round x 42"H  
36" Round x 42"H



**White (Black or Chrome Base) Bar Table**  
30" Round x 42"H  
36" Round x 42"H

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## Bar Stools



**Regal Brown Stool**  
19"W x 24"D x 39"H



**Criss Cross Espresso Stool**  
15"W x 19"D x 41"H



**Criss Cross White Stool**  
15"W x 19"D x 41"H



**Equino Black Stool**  
15"W x 13"D x 35"H



**Equino White Stool**  
15"W x 13"D x 35"H



**Caprice Black & Chrome Stool**  
25"W x 24"D x 32"H



**Escape Maple Stool**  
16"W x 41"H



**Sonic Black Stool**  
22"W x 42"H

## Broadway



**Broadway Wicker Sofa**  
80"L x 34"H x 32"H



**Broadway Wicker Loveseat**  
50"L x 34"D x 32"H



**Broadway Wicker Chair**  
34"L x 34"D x 32"H



**Broadway Wicker Ottoman**  
27"L x 20"D x 16"H



**Broadway Wicker Coffee Table**  
52"L x 26"D x 20"H



**Broadway Wicker End Table**  
28"L x 28"D x 25"H



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## Executive Seating



Accord White Leather High Back  
25"W x 25"D x 37"H



Accord Black Leather High Back  
25"W x 25"D x 37"H



Goal Black With or Without Arms  
Drafting Stool  
25"W x 24"D x 48"H



Goal Black With or Without Arms  
Task Chair  
25"W x 24"D x 39"H



Tamiri Black Leather High Back  
25"W x 27"D x 45"H



Tamiri Black Leather Mid Back  
25"W x 27"D x 39"H



Tamiri Black Leather Guest Chair  
25"W x 26"D x 37"H



Enterprise Black Fabric High Back  
24"W x 27"D x 45"H



Enterprise Black Fabric Mid Back  
24"W x 26"D x 39"H



Enterprise Black Fabric Guest Chair  
24"W x 26"D x 37"H

**CUSTOM FURNISHINGS CATALOG**

## Office Furniture



Mahogany (or Black) 72" Bookcase  
36"W x 12"D x 72"H



Mahogany (or Black) Executive Desk  
72"L X 36"D X 29"H



Mahogany (or Black) Jr. Exec. Desk  
60"L x 30"D x 29"H



Mahogany (or Black) 2 Dr. Lateral File  
36"W x 20"D x 29"H

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## Office Furniture



**Mahogany Storage Credenza**  
66"W x 20"D x 29"H



**42inch Round Conference Table  
(Black)**  
42" Round x 29"H



**42inch Round Conference Table  
(Mahogany)**  
42" Round x 29"H



**6' Conference Table (Figured  
Mahogany)**  
72"L x 36"D x 29"H



**6' Conference Table (Black)**  
72"L x 36"D x 29"H



**8' Conference Table (Mahogany)**  
96"L x 48"D x 29"H



**8' Conference Table (Black)**  
96"L x 48"D x 29"H



**10' Conference Table (Mahogany)**  
120"L x 48"D x 29"H



**10' Conference Table (Black)**  
120"L x 48"D x 29"H

**CUSTOM FURNISHINGS CATALOG**

## Miscellaneous Items



**Black Metal Vertical Legal 2 Dr. File  
Cabinet**  
18"W x 25"D x 29"H



**Black Metal Vertical Legal 4 Dr. File  
Cabinet**  
18"W x 25"D x 52"H



**Black Metal Lateral 2 Dr. File  
Cabinet**  
36"W x 18"D x 27"H



**Black Metal Lateral 4 Dr. File  
Cabinet**  
36"W x 18"D x 54"H

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## Miscellaneous Items



**Black Metal Storage Cabinet**  
36"W x 18"D x 72"H



**Black Locking Pedestal**  
24"W x 24"D x 42"H  
24"L x 24"D x 30"H  
18"L x 18"D x 30"H  
18"L x 18"D x 42"H



**Literature Rack (4 Racks)**  
19"W 12"D 60"H



**Literature Rack (10 Racks)**  
11"W 13.5"D 55"H



**6' Oyster Grey Folding Table**  
72"L x 30"D x 29"H



**8' Oyster Grey Folding Table**  
96"L x 30"D x 29"H



**Comet Black Without Arms Chair**  
19"L 22"D 32"H



**Comet Black With Arms Chair**  
23"L 22"D 32"H



**Large Refrigerator (14 Cubic)**  
20"W 29.5"D 60"H



**Small Refrigerator (4 Cubic)**  
32"H 21"W 22"D

**CUSTOM FURNISHINGS CATALOG**

## RS Signature Series - Function



**FUNCTION**  
82"L x 34"D x 31"H



**FUNCTION ARMLESS CHAIR**  
82"L x 34"D x 31"H



**FUNCTION CORNER**  
82"L x 34"D x 31"H

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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Whisper			
Quantity	Item	Dimensions	Price
	Whisper White Leather Sofa	87"L x 37"D x 35"H	\$575.00
	Whisper White Leather Loveseat	61"L x 37"D x 35"H	\$550.00
	Whisper White Leather Chair	35"L x 37"D x 35"H	\$450.00
	Whisper White Leather Bench	60"L x 24"D x 17"H	\$250.00
	Whisper White Leather Square	40"L x 40"D x 17"H	\$250.00
	Whisper White Leather Circle	46" Round x 17"H	\$250.00

Sophistication			
Quantity	Item	Dimensions	Price
	Sophistication White Leather Sofa	72"L x 31"D x 48"H	\$595.00
	Sophistication White Leather Loveseat	48"L x 31"D x 48"H	\$395.00
	Sophistication White Leather Chair	27"L x 31"D x 48"H	\$295.00
	Sophistication White Leather Corner	31"L x 31"D x 48"H	\$295.00
	Sophistication White Leather Outside Corner	48"L x 48"D x 48"H	\$395.00
	Sophistication White Leather Curve Banquette	84"L x 31"D x 48"H	\$595.00
	Sophistication White Leather Ottoman	31" SQ X 19"H	\$225.00

Continental			
Quantity	Item	Dimensions	Price
	Continental White Leather Curved Loveseat	82"L x 34"D x 31"H	\$595.00
	Continental White Leather Reverse Loveseat	72"L x 34"D x 31"H	\$575.00
	Continental White Leather Wedge Ottoman	30"L x 34"D x 19"H	\$250.00
	Continental White Leather Curved Bench	70"L x 26"D x 19"H	\$295.00
	Continental White Leather Half Moon Ottoman	33"L x 19"D x 19"H	\$250.00

RS Signature Series - Function			
Quantity	Item	Dimensions	Price
	Function Madras White Leather Banquette	112"L x 28"D x 29"H	\$1,250.00
	Function Madras White Leather Armless Chair	28"L x 28"D x 29"H	\$300.00
	Function Madras White Leather Corner	28"L x 28"D x 29"H	\$325.00

Metro			
Quantity	Item	Dimensions	Price
	Metro Black Leather Sofa	85"L x 35"D x 35"H	\$495.00
	Metro Black Leather Loveseat	60"L x 35"D x 35"H	\$470.00
	Metro Black Leather Chair	35"L x 35"D x 35"H	\$370.00

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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Grammercy			
Quantity	Item	Dimensions	Price
	Grammercy Charcoal Leather Sofa	82"L x 36"D x 36"H	\$550.00
	Grammercy Charcoal Leather Loveseat	57"L x 36"D x 36"H	\$475.00
	Grammercy Charcoal Leather Chair	28"L x 36"D x 36"H	\$300.00
	Grammercy Charcoal Leather Corner	36"L x 36"D x 36"H	\$350.00
	Grammercy Charcoal Leather Chaise	28"L x 63"D x 36"H	\$400.00

Tuscany			
Quantity	Item	Dimensions	Price
	Tuscany Brown Leather Sofa	79"L x 38"D x 38"H	\$495.00
	Tuscany Brown Leather Loveseat	56"L x 38"D x 38"H	\$470.00
	Tuscany Brown Leather Chair	33"L x 38"D x 38"H	\$370.00

Suave Midnight			
Quantity	Item	Dimensions	Price
	Suave Midnight Black Sofa	77"L x 36"D x 33"H	\$425.00
	Suave Midnight Black Loveseat	54"L x 36"D x 33"H	\$375.00
	Suave Midnight Black Chair	32"L x 36"D x 33"H	\$275.00
	Suave Midnight Black Scoop	30"L x 25"D x 20"H	\$150.00

Bella Chocolate			
Quantity	Item	Dimensions	Price
	Bella Chocolate Sofa	84"L x 38"D x 34"H	\$425.00
	Bella Chocolate Loveseat	61"L x 38"D x 34"H	\$375.00
	Bella Chocolate Chair	38"L x 38"D x 34"H	\$275.00

Imperial			
Quantity	Item	Dimensions	Price
	Imperial Aubergine Sofa	82"L x 36"D x 36"H	\$425.00
	Imperial Aubergine Chair	28"L x 36"D x 36"H	\$250.00
	Imperial Aubergine Bench	48"L x 21"D x 18"H	\$195.00
	Bella Chocolate Chair	38"L x 38"D x 34"H	\$275.00

Tangerine			
Quantity	Item	Dimensions	Price
	Tangerine Orange Sofa	84"L x 36"D x 33"H	\$425.00
	Tangerine Orange Chair	40"L x 36"D x 33"H	\$300.00
	Tangerine Orange Scoop	30"L x 25"D x 20"H	\$150.00
	Tangerine Orange Bench	62"L x 24"D x 18"H	\$195.00

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Phone: 407.292.0025 • Fax: 407.292.4414

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**XVII World Meeting of the International Union of Phlebology**  
Hynes Convention Center  
Boston, MA  
September 8-13, 2013

**Discount Price Deadline Date**  
**AUGUST 23RD**  
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Stage Chairs			
Quantity	Item	Dimensions	Price
	Empire Chair White Leather	28"L x 32"D x 32"H	\$325.00
	Empire Chair Black Leather	28"L x 32"D x 32"H	\$325.00
	Midnight Suede Stage Chair	25"L x 26"D x 37"H	\$175.00
	Chamois Suede Stage Chair	25"L x 26"D x 37"H	\$175.00
	Buckskin Suede Stage Chair	25"L x 26"D x 37"H	\$175.00
	Ibiza White Chair	25"L x 24"D x 17"H	\$450.00
	Ibiza Black Chair	25"L x 24"D x 17"H	\$450.00

Ottomans & Benches			
Quantity	Item	Dimensions	Price
	Curved Bench, Continental Madras White Leather	70"L x 26"D x 19"H	\$295.00
	Square, Whisper White Leather	40"L x 40"D x 17"H	\$250.00
	Square, Grammercy Charcoal Leather	40"L x 40"D x 17"H	\$250.00
	Bench, Whisper White Leather	60"L x 24"D x 17"H	\$250.00
	Bench, Grammercy Charcoal Leather	60"L x 24"D x 17"H	\$250.00
	Metro Black Leather Cube	18"L X 18"D x 18"H	\$125.00
	Whisper White Leather Cube	18"L X 18"D x 18"H	\$125.00

Round Ottomans & Banquettes			
Quantity	Item	Dimensions	Price
	Round, Whisper White Leather	46" Round x 17"H	\$250.00
	Round, Grammercy Charcoal Leather	46" Round x 17"H	\$250.00
	Whisper White Leather Banquette, Tufted (2 pcs)	59" Round x 38"H	\$750.00
	Grammercy Charcoal Leather Banquette (2 pcs)	59" Round x 38"H	\$750.00
	1/4 Round, Whisper White Leather	34"L 19"D 17"H	\$145.00
	1/4 Round, Grammercy Charcoal Leather	34"L 19"D 17"H	\$145.00

Bars			
Quantity	Item	Dimensions	Price
	Manhattan Martini Bar	63"L x 29"W x 42"H	\$650.00
	Ultimate Bar (Rectangle Top) Lighted	60"L 36"W 50"H	\$650.00
	Ultimate Bar (Radius Top) Lighted	82"L 36"W 50"H	\$650.00
	VIP 6' Glow Bar Lighted	72"L x 24"D x 42"H	\$650.00
	VIP 4' Glow Bar Lighted	48"L x 24"D x 42"H	\$550.00
	VIP Corner Bar Lighted	24"L x 24"D x 42"H	\$300.00
	VIP Curve Bar Lighted	86"L x 24"D x 42"H	\$850.00

Bar LED Lighting Support (1 option per bar)			
Quantity	Item	Dimensions	Price
	LED BAR Lighting Charger (for Multi-day Rentals)	To charge Bar each night	\$50.00
	6' Electrical Cord (if you don't want to charge LED & have electrical access to power lighting for show)	To Run Bar off Electricity	\$0.00

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Occasional Tables			
Quantity	Item	Dimensions	Price
	Reno Chrome Glass End Table	25" Round x 21"H	\$145.00
	Reno Chrome Glass Cocktail Table	45"L x 32"D x 18"H	\$165.00
	Reno Chrome Glass Sofa/Console Table	46"L x 17"D x 29"H	\$190.00
	Tribeca Black Wood End Table	25"W x 29"D x 24"H	\$170.00
	Tribeca Black Wood Cocktail Table	50"L x 30"D x 19"H	\$180.00
	Tribeca Black Wood Sofa/Console Table	48"L x 18"D x 30"H	\$190.00
	Harmony Cappuccino Wood End Table	24" Round x 22"H	\$170.00
	Harmony Cappuccino Wood Cocktail Table	51"L x 28"D x 18"H	\$180.00
	Harmony Cappuccino Wood Sofa/Console Table	52"L x 18"D x 30"H	\$190.00
	Vivid Glass End Table	26"L x 26"D x 21"H	\$170.00
	Vivid Glass Cocktail Table	50"L x 24"D x 16"H	\$180.00
	Vivid Glass Sofa/Console Table	50"L x 24"D x 30"H	\$190.00
	Quad White End Table	24"L x 20"D x 22"H	\$170.00
	Quad White Cocktail Table	44"L x 20"D x 18"H	\$180.00
	Quad White Sofa/Console Table	44"L x 20"D x 30"H	\$190.00
	Tetrad Storm Grey End Table	24"L x 20"D x 22"H	\$170.00
	Tetrad Storm Grey Cocktail Table	44"L x 20"D x 18"H	\$180.00
	Tetrad Storm Grey Sofa/Console Table	44"L x 20"D x 30"H	\$190.00
	Novel Double Bench Cocktail Table	46"L x 15"D x 16"H	\$250.00
	Novel Single Bench End Table	15"L x 15"D x 16"H	\$225.00
	Cube, White Cocktail Table	24"L x 24"D x 16"H	\$125.00
	Cube, White End Table	24"L x 24"D x 21"H	\$125.00
	Cube, Black Cocktail Table	24"L x 24"D x 16"H	\$125.00
	Cube, Black End Table	24"L x 24"D x 21"H	\$125.00

Lighting			
Quantity	Item	Dimensions	Price
	Brushed Steel-White Vinyl Moire Table Lamp	26"H	\$90.00
	Brushed Steel-White Vinyl Moire Floor Lamp	66"H	\$105.00
	Brushed Nickel Table Lamp	29"H	\$90.00
	Brushed Nickel Floor Lamp	60"H	\$105.00
	Rubbed Bronze Table Lamp Floor Lamp	28"H	\$90.00
	Rubbed Bronze Floor Lamp	60"H	\$105.00
	Brushed Steel/Red Vinyl Moire Table Lamp	29"H	\$90.00
	Brushed Steel/Red Vinyl Moire Floor Lamp	66"H	\$105.00

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Café Tables (Please Select Black Base or Chrome Base)			
Quantity	Item	Dimensions	Price
	Vivid Glass Square Cafe Table	42"SQ x 30"H	\$300.00
	Vivid Glass Rectangle Cafe Table	60"L x 36"D x 30"H	\$350.00
	White Rectangle (Black or Chrome Bases) 6' Cafe Table	72"L x 24"W x 29"H	\$150.00
	White Square (Black or Chrome Base) Cafe Table	24"SQ x 29"H	\$110.00
	Black (Black or Chrome Base) Cafe Table	30" Round x 29"H	\$130.00
	Black (Black or Chrome Base) Cafe Table	36" Round x 29"H	\$145.00
	Maple (Black or Chrome Base) Cafe Table	30" Round x 29"H	\$130.00
	Maple (Black or Chrome Base) Cafe Table	36" Round x 29"H	\$145.00
	White (Black or Chrome Base) Cafe Table	30" Round x 29"H	\$130.00
	White (Black or Chrome Base) Cafe Table	36" Round x 29"H	\$145.00
	Hayden Table	78"L x 36"D x 30"H	\$400.00

Café Chairs			
Quantity	Item	Dimensions	Price
	Leslie White Café Chair	20"W x 20"D x 39"H	\$65.00
	Circle White Café Chair	25"W x 22"D x 30"H	\$145.00
	Criss Cross White Café Chair	17"W x 35"H	\$110.00
	Criss Cross Espresso Café Chair	17"W x 35"H	\$110.00
	Hayden Bench	67"L x 16"D x 17"H	\$125.00
	Caprice Black & Chrome Café Chair	22"W x 32"H	\$95.00
	Escape Maple Café Chair	17"W x 32"H	\$95.00
	Sonic Black Café Chair	20"W x 32"H	\$95.00

Bar Tables (Please Select Black Base or Chrome Base)			
Quantity	Item	Dimensions	Price
	White Rectangle (Black or Chrome Bases) 6' Bar Table	72"L x 24"D x 42"H	\$170.00
	White Square (Black or Chrome Base) Bar Table	24"SQ x 42"H	\$140.00
	Chardonnay Glass & Chrome Bar Table	31" Round x 42"H	\$250.00
	Bravo White with Chrome Base Bar Table	30" Round x 42"H	\$195.00
	Black (Black or Chrome Base) Bar Table	30" Round x 42"H	\$160.00
	Black (Black or Chrome Base) Bar Table	36" Round x 42"H	\$180.00
	Maple (Black or Chrome Base) Bar Table	30" Round x 42"H	\$160.00
	Maple (Black or Chrome Base) Bar Table	36" Round x 42"H	\$180.00
	White (Black or Chrome Base) Bar Table	30" Round x 42"H	\$160.00
	White (Black or Chrome Base) Bar Table	36" Round x 42"H	\$180.00

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Bar Stools			
Quantity	Item	Dimensions	Price
	Regal Brown Stool	19"W x 24"D x 39"H	\$135.00
	Criss Cross Espresso Stool	15"W x 19"D x 41"H	\$135.00
	Criss Cross White Stool	15"W x 19"D x 41"H	\$135.00
	Equino Black Stool	15"W x 13"D x 35"H	\$165.00
	Equino White Stool	15"W x 13"D x 35"H	\$165.00
	Caprice Black & Chrome Stool (Not Pictured)	25"W x 24"D x 32"H	\$165.00
	Escape Maple Stool (Not Pictured)	16"W x 41"H	\$135.00
	Sonic Black Stool (Not Pictured)	22"W x 42"H	\$135.00

Broadway			
Quantity	Item	Dimensions	Price
	Broadway Wicker Sofa	80"L x 34"H x 32"H	\$695.00
	Broadway Wicker Loveseat	50"L x 34"D x 32"H	\$495.00
	Broadway Wicker Chair	34"L x 34"D x 32"H	\$350.00
	Broadway Wicker Ottoman	27"L x 20"D x 16"H	\$195.00
	Broadway Wicker End Table	28"L x 28"D x 25"H	\$195.00
	Broadway Wicker Coffee Table	52"L x 26"D x 20"H	\$225.00

Executive Seating			
Quantity	Item	Dimensions	Price
	Accord White Leather High Back	25"W x 25"D x 37"H	\$275.00
	Accord Black Leather High Back	25"W x 25"D x 37"H	\$275.00
	Goal Black With or Without Arms Task Chair	25"W x 24"D x 39"H	\$140.00
	Goal Black With or Without Arms Drafting Stool	25"W x 24"D x 48"H	\$140.00
	Tamiri Black Leather High Back	25"W x 27"D x 45"H	\$250.00
	Tamiri Black Leather Mid Back	25"W x 27"D x 39"H	\$215.00
	Tamiri Black Leather Guest Chair	25"W x 26"D x 37"H	\$175.00
	Enterprise Black Fabric High Back	24"W x 27"D x 45"H	\$195.00
	Enterprise Black Fabric Mid Back	24"W x 26"D x 39"H	\$175.00
	Enterprise Black Fabric Guest Chair	24"W x 26"D x 37"H	\$145.00

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Office Furniture			
	Mahogany 72" Bookcase	36"W x 12"D x 72"H	\$205.00
	Black 72" Bookcase	36"W x 12"D x 72"H	\$205.00
	Mahogany Executive Desk	72"L X 36"D X 29"H	\$335.00
	Black Executive Desk	72"L X 36"D X 29"H	\$335.00
	Mahogany Jr. Exec. Desk	60"L x 30"D x 29"H	\$310.00
	Black Jr. Exec. Desk	60"L x 30"D x 29"H	\$310.00
	Mahogany 2 Dr. Lateral File	36"W x 20"D x 29"H	\$245.00
	Black 2 Dr. Lateral File	36"W x 20"D x 29"H	\$245.00
	Mahogany Storage Credenza	66"W x 20"D x 29"H	\$305.00
	Black Storage Credenza	66"W x 20"D x 29"H	\$305.00
	42" Round Mahogany Conference Table	42" Round x 29"H	\$225.00
	42" Round Black Conference Table	42" Round x 29"H	\$225.00
	6' Rectangle Mahogany Conference Table	72"L x 36"D x 29"H	\$250.00
	6' Rectangle Black Conference Table	72"L x 36"D x 29"H	\$250.00
	8' Rectangle Mahogany Conference Table	96"L x 48"D x 29"H	\$315.00
	8' Rectangle Black Conference Table	96"L x 48"D x 29"H	\$315.00
	10' Rectangle Mahogany Conference Table	120"L x 48"D x 29"H	\$525.00
	10' Rectangle Black Conference Table	120"L x 48"D x 29"H	\$525.00
	Vivid Glass Square Café Table	42"SQ x 30"H	\$300.00
	Vivid Glass Rectangle Cafe Table	60"L x 36"D x 30"H	\$350.00
	Hayden Table	78"L x 36"D x 30"H	\$400.00

Miscellaneous Items			
	Black Metal Vertical Legal 2 Dr. File Cabinet	18"W x 25"D x 29"H	\$120.00
	Black Metal Vertical Legal 4 Dr. File Cabinet	18"W x 25"D x 52"H	\$150.00
	Black Metal Lateral 2 Dr. File Cabinet	36"W x 18"D x 27"H	\$155.00
	Black Metal Lateral 4 Dr. File Cabinet	36"W x 18"D x 54"H	\$175.00
	Black Metal Storage Cabinet	36"W x 18"D x 72"H	\$200.00
	Black Locking Pedestal	24"W x 24"D x 42"H	\$275.00
	Black Pedestal	24"L x 24"D x 30"H	\$170.00
	Black Pedestal	24"L x 24"D x 42"H	\$190.00
	Black Pedestal	18"L x 18"D x 30"H	\$130.00
	Black Pedestal	18"L x 18"D x 42"H	\$150.00
	Literature Rack (4 Racks)	19"W 12"D 60"H	\$140.00
	Literature Rack (10 Racks)	11"W 13.5"D 55"H	\$125.00
	6' Oyster Grey Folding Table	72"L x 30"D x 29"H	\$80.00
	8' Oyster Grey Folding Table	96"L x 30"D x 29"H	\$100.00
	Comet Black Without Arms Chair	19"L 22"D 32"H	\$60.00
	Comet Black With Arms Chair	23"L 22"D 32"H	\$65.00
	White, 14 CUBIC FT.	20"W 29.5"D 60"H	\$495.00
	White, 4 CUBIC FT.	32"H 21"W 22"D	\$200.00

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### Custom Furnishings Order Form

AGS offers a variety of Custom Furnishing options, including tables, chairs, bars, couches, desks and other stylish additions for your exhibit space. We ask that you include those pages with your order that indicate both the item and quantity. Please also submit this page as a confirmation of the total value of your Custom Furnishings order.

The information provided below outlines the terms of service related to our Custom Furnishings. If you need more information regarding this service please contact our Event Services Department, [eventservices@ags-expo.com](mailto:eventservices@ags-expo.com). Please remember to include your event name, company name and booth number so that we may better assist in answering your questions.

#### Please Note:

- There is a 19% service charge added to the total order for delivery and removal of all custom furnishing items.
- In order to be guaranteed items for delivery, custom furnishing orders must be received with payment on or before the deadline date listed above.
- Orders received after the discount deadline date will be assessed a 30% late charge or may be cancelled due to time constraints.
- Custom furnishings will be delivered to your booth separately from standard furnishings.

**Cancellation Policy:** Orders cancelled at show site will be subject to a 100% cancellation fee

### Total Order

Subtotal: \$ \_\_\_\_\_  
19% Service Charge: \$ \_\_\_\_\_  
Sales Tax (6.25%): \$ \_\_\_\_\_  
Total Custom Furnishings Order: \$ \_\_\_\_\_

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# Booth Labor

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### Labor Install/Dismantle

Labor Rates		Discount	Standard
Straight-Time:	8:00 AM to 4:30 PM Monday through Friday.	\$126.09	\$157.68
Overtime:	Before 8:00 AM and after 4:30 PM Monday through Friday and all day Saturday.	\$189.13	\$236.80
Sunday/Holidays:	All day Sunday and observed Holidays where applicable.	\$252.18	\$315.65

Calculate Labor	Date	Time	# of Laborers	Total Hours	Rate per Laborer	Total Cost
Installation		AM / PM			\$	\$
Dismantle		AM / PM			\$	\$
(Example calculation - 2 Laborers x 2 Hours x Rate/Laborer = Total Cost)					Total Labor Cost:	\$

### Supervision of Labor

**Supervision of all labor is required. Please select a supervision plan by checking the boxes.**

Exhibitor Supervision      Install ☐      Dismantle ☐

All labor performed under the supervision of exhibitor. Starting time guaranteed only in those instances where labor is requested for the start of the work day (e.g. 8:00 AM). Twenty-four (24) hour notice is required for cancellation of labor services. If such notice is not provided and laborer is not utilized, exhibitor will be charged one hour minimum per laborer ordered. Exhibitor MUST check-in at the AGS Service Center to confirm labor order and check-out labor at the AGS Service Center upon completion of work.

On-Site Representative Name/Company & Cell: \_\_\_\_\_

AGS Supervision      Install ☐      Dismantle ☐

All labor performed under the supervision of AGS. Our fee for installation supervision is 35% or a \$50.00 minimum, whichever is greater. Similarly, our fee for dismantle supervision is 35% or a \$50.00 minimum, whichever is greater. In order to perform the labor without exhibitor's representative present, AGS MUST have detailed set-up instructions (blueprints/floorplans, etc.) with this labor order.

Exhibitor must also include outbound shipping instructions with this labor order.  
(SEE NEXT PAGE - LABOR ORDER FORM, PAGE 2)

### Total Order

Total Labor Cost (from Total Labor Cost above) Subtotal: \$ \_\_\_\_\_  
AGS Supervision Fee (per supervision service, 35% or \$50.00 min.): \$ \_\_\_\_\_  
Total Booth Labor: \$ \_\_\_\_\_

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## Outbound Shipping Instructions for AGS Supervised Labor

Exhibitor Outbound Shipping Instructions: At close of show, exhibitor freight will be shipped to the following address. If your freight is being forwarded to another show, be sure to include the name of the show and your booth number.

Company/Show: \_\_\_\_\_ Booth # \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Attention: \_\_\_\_\_

Select Shipping Method:

☐ Ship via carrier of exhibitor's choice - Exhibitor Appointed Carrier

Name of Carrier \_\_\_\_\_

☐ Ship via official show freight carrier, **ABF Freight System, Inc.**

☐ Ground

☐ Air

### Please Note:

- **This service is provided for Supervised Labor Services ONLY.**
- If an exhibitor is using a carrier of his/her own choice (not using the official show freight carrier), the exhibitor is responsible for arranging for pick-up at the close of the event.

## Outbound Shipping Instructions

### Bill Shipping Charges to (if different from above):

Shipper (Print): \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Freight Charges Billed to (Company): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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OUTBOUND SHIPPING INSTRUCTIONS FOR AGS SUPERVISED LABOR





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## Forklift Order Form

A forklift with operator is required when moving equipment or materials weighing 200 lbs. or more within your booth space. AGS suggests ordering the use of a forklift when setting-up or dismantling displays which require excess heavy lifting of materials or machinery that do not move under their own power. The rates below cover the cost of a forklift with operator.

Forklift Rates		Discount	Standard
Straight-Time:	8:00 AM to 4:30 PM Monday through Friday.	\$320.65	\$408.05
Overtime:	Before 8:00 AM and after 4:30 PM Monday through Friday and all day on Saturday.	\$476.79	\$619.85
Sunday/Holidays:	All day Sunday and observed Holidays where applicable.	\$549.32	\$769.01
• Each Additional Laborer: Standard labor rates apply for additional laborers added to the order.			

Forklift Crew						
	Date	Time	# of Crews	Total Hours	Rate per Crew	Total Cost
Installation		AM / PM			\$	\$
Add. Laborers	Qty	AM / PM			\$	\$
Dismantle		AM / PM			\$	\$
Add. Laborers	Qty	AM / PM			\$	\$
Total Labor Cost: \$						\$

### Describe Work to Be Performed:

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### Forklift Information & Policies

Minimum charge for forklift is 1 hour per crew and includes:

- Getting tools and reporting to the booth.
- For the exhibitor's representative to return the crew to the service center upon completion of the work, check and approve the work order by signing it.

Gratuities in the form of labor hours for work not actually performed are strictly prohibited and will not be honored by AGS Expo Services.

Larger forklift/crane service available by advance request.

It is not necessary to order labor to unload equipment from a truck. Unloading equipment from a truck is charged as Material Handling. All rates subject to change.

Crew size is based on local Union jurisdiction and rules.

### Order Confirmation

So that labor and equipment do not stand idle at your expense (due to uncertainties of truck arrivals), your order will be considered only a reservation and must be confirmed by a signed work order at the service center prior to the date and time specified by your order. We cannot guarantee the availability of crews at specific times without confirmation. Please confirm dismantling labor at the service center and allow time for return of empty crates and containers.

**NOTE:** If an exhibitor fails to request their labor at the reserved time, a 1 hour "No Show" charge per forklift and crew will be assessed. We understand that your calculation is only an estimate. Adjustments will be made accordingly and invoicing will be done based on actual hours worked.

Order subject to LIMITS OF LIABILITY AND RESPONSIBILITY as set forth in this manual.

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Phone: 407.292.0025 • Fax: 407.292.4414

Email: [eventservices@ags-expo.com](mailto:eventservices@ags-expo.com)

Web: [www.ags-expo.com](http://www.ags-expo.com)

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Hynes Convention Center  
Boston, MA  
September 8-13, 2013

Discount Price Deadline Date  
**AUGUST 23RD**  
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

## Cord Labor Order Form

The MCCA is the exclusive provider for electrical power. Please refer to the MCCA Exhibitor Guide to order electrical power for your exhibit booth. Exhibitors are responsible for distributing power within their booth space once the MCCA has placed the power source. This work can be performed by an electrician who is a full-time employee of the exhibiting company, or by ordering labor from AGS, or a third-party I&D company. To order AGS labor, complete this form along with the Booth Layout Form to indicate placement.

Straight Time:	8:00 AM to 4:30 PM Monday through Friday .....	Discount	Standard
Overtime:	4:30 PM to 8:00 AM Monday through Friday, all day Saturday .....	<b>\$126.09</b>	<b>\$157.68</b>
Sunday/Holidays:	All Day Sunday and Holidays .....	<b>\$189.13</b>	<b>\$236.80</b>
		<b>\$252.18</b>	<b>\$315.65</b>

- Price is per person/per hour
  - Supervisor must check in at Service Desk to pick up labor
  - Labor must be canceled 24 hours in advance to avoid a one (1) hour cancellation fee per worker
- Please include set up plan and special instructions with this order.**

Utility services for all 120V power provided by the facility do not include the installation of cords to specific areas within the booth space. Display company labor or the exhibitor can perform this work. Rental carpeting and padding will not be installed until cord installation is completed if ordered in advance.

**\*High voltage (208V and over), please contact the facility's electrical department.**

### CORD INSTALLATION LABOR

☐ AGS Supervised Labor

- Installation of electrical cords will be completed at our discretion prior to exhibitor move-in.
- The charge for this service is 35% of the total installation labor bill, with a minimum of \$45.00.
- **A detailed floor plan must accompany this order.**

Emergency Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

☐ Exhibitor/Display House Supervised

Name of Supervisor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

- Start times cannot always be guaranteed.
- If no time is provided, labor will be available on a first-come, first serve basis only.
- Exhibitors and I&D houses supervising the labor themselves should visit the AGS Service Center to confirm that you are ready for service.
- Carpet will not be installed until cords have been laid if ordered in advance.

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ X	_____	= _____	@ \$ _____	= \$ _____
_____	_____	_____ X	_____	= _____	@ \$ _____	= \$ _____
Supervision (35% if applicable)						= \$ _____
Total Installation						= \$ _____

### CORD DISMANTLE LABOR

- A one hour minimum labor charge will apply to pick up cords.
- Cord dismantle will be done on straight time whenever possible.

Date	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____ X	_____	= _____	@ \$ _____	= \$ _____

### CORD RENTAL

Description	Discount	Standard
25' Flat Cord .....	\$25.00*	\$26.25
50' Flat Cord .....	\$38.00*	\$39.90
Tape to cover cords .....	\$22.00/roll	\$23.10

- There will be a minimum charge of \$22.00 to cover cords with tape.
- Larger areas and multiple electrical drops may require more than one roll.

Subtotal	_____
Sales Tax (6.25%)	_____
Total Cost	_____

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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

## Booth Layout Form

This grid must be attached to the following order forms to ensure proper placement of items in your booth.  
Please print/photocopy as needed.

- ☐ Pegboard / Tackboard - Form
- ☐ Special Colored Drape - Form
- ☐ Standard Exhibit Systems (if exhibit size is smaller than booth size) - Form
- ☐ Pad and Carpet (if you are not carpeting your entire booth) - Form
- ☐ Installation and Dismantling Order Form

### To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

BACK OF BOOTH (indicate adjacent booth or aisle number: \_\_\_\_\_)

indicate adjacent  
booth or  
aisle number:

\_\_\_\_\_


indicate adjacent  
booth or  
aisle number:

\_\_\_\_\_

FRONT OF BOOTH (indicate adjacent booth or aisle number: \_\_\_\_\_)

**\*This form must be returned to AGS for your orders to be processed.**

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# Shipping & Material Handling

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## Information and Order Forms

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## Shipping Addresses

Below are the advance warehouse and direct shipping addresses for your event. Please label each package/container as indicated here followed by the appropriate address for advance or direct shipments.

Name of Exhibiting Company

XVII World Meeting of the International Union of Phlebology

Booth #: \_\_\_\_\_

PLACE APPROPRIATE ADDRESS HERE

FROM OPTIONS BELOW

### Advance Shipments to Warehouse

AGS Expo Services  
c/o ABF Freight System, Inc.  
150 Manley Street  
West Bridgewater, MA, 02379

#### Delivery Restrictions

- Deliveries only accepted between 8/7/13 - 8/30/13
- Receiving Dock Open - 8:00 am - 4:30 pm Monday through Friday
- Shipments received after the advance receiving deadline will be assessed an off-target fee and cannot be guaranteed for advanced delivery to show site. Separate fees may apply for delivery of off-target freight.

### Direct Shipments to Exhibit Site

AGS Expo Services  
c/o Hynes Convention Center  
900 Boylston St  
Boston, MA 02115

#### Delivery Restrictions

- Saturday, September 7, 2013 - 8:00 AM - 5:00 PM
- Sunday, September 8, 2013 - 8:00 AM - 5:00 PM
- All booths must be set by 5:00 PM on Sunday, September 8, 2013. Please Note:

- **Delivery restrictions apply to all methods of receiving.** Please make sure that your packages are being sent to the appropriate address during the scheduled arrival windows. If you feel your packages will miss the posted arrival dates and time, please contact our Event Services Department immediately to ensure their proper receipt.
- **Mislabeled packages have the potential of being refused at show site.** Please remember to include **AGS Expo Services c/o Hynes Convention Center or ABF Freight System, Inc.** on all packages sent to either the advance warehouse or direct shipments to exhibit site AND remove all old labels from packaging.

SHIPPING ADDRESSES

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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

## Marshalling Yard Information



### Truck Access to Marshalling Area

#### From West

Take I-90 Eastbound to Exit 18 (Allston/Brighton); Stay in left lane toward Allston/Brighton; Pass under Cambridge Street Bridge; Marshalling yard will be on your right.

#### From South via I-95

Take I-95 Northbound to I-90 Eastbound; Take I-90 Eastbound to Exit 18 (Allston/Brighton); Stay in left lane toward Allston/Brighton; Pass under Cambridge Street Bridge; Marshalling yard will be on your right.

#### From East/Logan Airport

Take I-90 Westbound to Exit 20 (Allston/Brighton); Stay in left lane toward Allston/Brighton; Pass under Cambridge Street Bridge; Marshalling yard will be on your right.

#### From South via I-93

Take I-93 Northbound to I-90 Westbound; Take I-90 Westbound to Exit 20 (Allston/Brighton); Stay in left lane toward Allston/Brighton; Pass under Cambridge Street Bridge; Marshalling yard will be on your right.

#### From North via I-93

Take I-93 Southbound to I-90 Westbound; Take I-90 Westbound to Exit 20 (Allston/Brighton); Stay in left lane toward Allston/Brighton; Pass under Cambridge Street Bridge; Marshalling yard will be on your right.

#### From North via I-95

Take I-95 Southbound to I-93 Southbound; Take I-93 Southbound to I-90 Westbound; Take I-90 Westbound to Exit 20 (Allston/Brighton); Stay in left lane toward Allston/Brighton; Pass under Cambridge Street Bridge; Marshalling yard will be on your right.

#### From Hynes Convention Center

Exit the loading dock from Cambria Street; take first right onto Boylston Street; take a right turn on Arlington Street and travel to I-90/MassPike on-ramp at Marginal Road; take a right onto the on-ramp and follow I-90 Westbound to Exit 20 (Allston/Brighton); Stay in left lane toward Allston/Brighton; Pass under Cambridge Street Bridge; Marshalling yard will be on your right.

#### From BCEC

Exit the loading docks and take a right turn onto Cypher Street; take a right turn onto South Boston Bypass Road; stay in the right lane; bear to the right and following signs to I-90 Westbound on-ramp; follow I-90 Westbound to Exit 20 (Allston/Brighton); Stay in left lane toward Allston/Brighton; Pass under Cambridge Street Bridge; Marshalling yard will be on your right.



For more information:  
[www.mccahome.com](http://www.mccahome.com)  
[www.advantageboston.com](http://www.advantageboston.com)  
(617) 954-2100

MARSHALLING YARD INFORMATION

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Phone: 407.292.0025 • Fax: 407.292.4414

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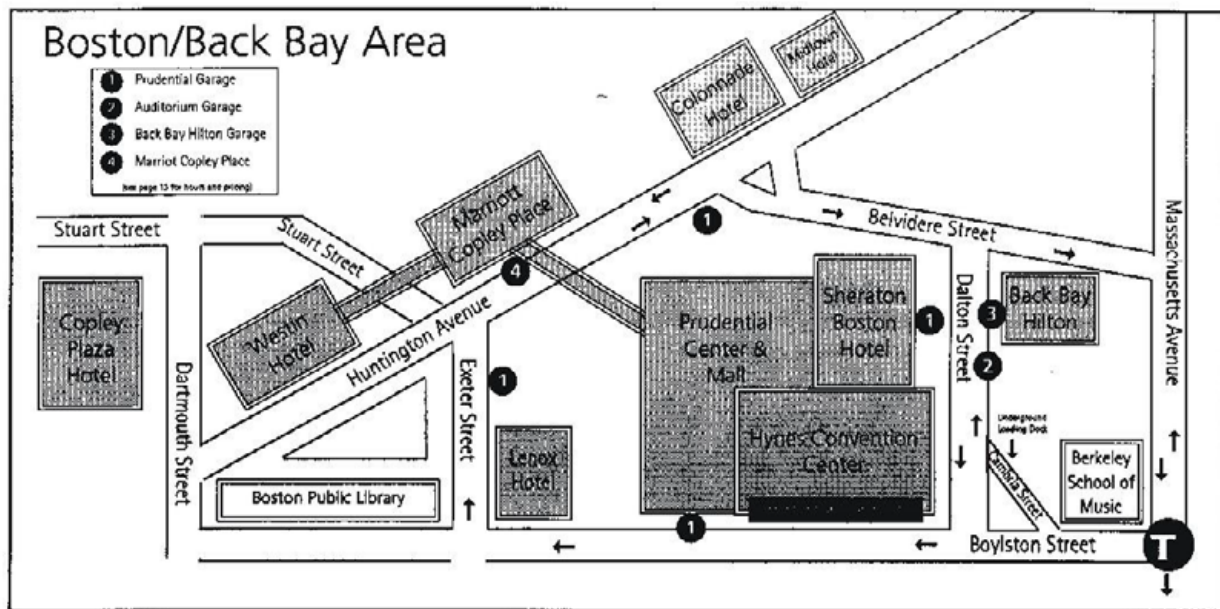
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**AUGUST 23RD**  
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

## Marshalling Yard Information

### Boston/Back Bay Area Map



#### □ DRIVING:

1. FROM THE MASS PIKE, TAKE THE PRUDENTIAL EXIT. FOLLOW THE SIGNS TO THE PRUDENTIAL. WHEN YOU COME OFF THE EXIT, STAY TO YOUR RIGHT AND FOLLOW STREET TO DALTON STREET (SHERATON ON YOUR RIGHT, WESTIN ON YOUR LEFT). WHEN YOU COME TO THE TOP OF DALTON STREET (FIRE DEPT. STRAIGHT AHEAD), YOU WILL TAKE A LEFT AT THE LIGHTS AND THEN ANOTHER LEFT WHEN YOU SEE THE CAMBRIA STREET RAMP.

2. FROM MASS AVE., YOU WILL COME ONTO BOLYSTON STREET. CAMBRIA STREET WILL BE YOUR FIRST IMMEDIATE RIGHT. CAMBRIA STREET GOES DOWN THE RAMP TO OUR LOADING DOCK.

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## Reducing Drayage Costs

To reduce drayage costs related to labor, we recommend sending your goods all together in one shipment. For each 100 lbs. or fraction thereof per shipment, AGS sets a graduated flat rate with a 200 lb. minimum. It is important to carefully read the Material Handling section of this Exhibitor Service Manual. This section also outlines the overtime and forced freight policies.

### TIPS FOR SENDING TO:

#### THE ADVANCE WAREHOUSE

- When using the advance warehouse, all shipments must arrive by the predetermined date and times. This information can be found on the Material Handling Order Form, or in the Show Information section of this Exhibitor Service Manual.
- The advance shipment deadline date is always one week prior to the first day of exhibitor move-in.
- Avoid sending shipments after the advance warehouse deadline date. Though packages will be accepted, your account will be charged an off-target fee and a separate delivery charge may be incurred.
- Avoid sending small packages to the advanced warehouse. Each separate shipment is charged a 200 lb. minimum at the Advanced Material Handling Rate regardless of size or weight. Observing this can cut your costs drastically.

#### THE SHOW SITE

- When sending shipments direct to show site, ensure that each package has its packing slip or shipping bill indicating the number of pieces and weight. To ensure the accuracy of material handling charges, AGS may weigh shipments as they arrive and compare the results to the Bill of Lading. A weight ticket will be attached to the receiving paperwork for any shipments that are adjusted. On-site weighing may be accepted as actual weight or shipments may be refused without a certified weight ticket. In such cases where on-site weighing is necessary, you may be assessed a fee for this service.
- Items that arrive before the scheduled move-in times or during the show will be assessed an off-target fee or may fail to be accepted.
- Many times shipments arrive piecemeal and require sorting. To avoid sorting fees related to bulk consignment carriers, try to send shipments together and avoid package carriers such as FedEx and UPS Package.

**Here are some common mistakes that can result in higher material handling charges:**

- Multiple small shipments arriving separately - There is a 200 pound minimum per shipment over 30 lbs. (On-site only)
- Missing your target date - If there is no way to avoid missing your target date, contact AGS.
- No certified weight ticket accompanying your shipments.

#### EXAMPLE OF SAVINGS

Received - **Multiple Shipments**

51 lbs.	charged @ \$185.00 per cwt. 200 lbs. min. = \$370.00	
43 lbs.	charged @ \$185.00 per cwt. 200 lbs. min. = \$370.00	
64 lbs.	charged @ \$185.00 per cwt. 200 lbs. min. = \$370.00	<b>TOTAL = \$1110.00</b>

Received - **Single Shipment**

(3 pcs) 158 lbs.	charged @ \$185.00 per cwt. 200 lbs. min. = \$370.00	<b>TOTAL = \$370.00</b>
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**SAVE \$740.00**

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Email: [eventservices@ags-expo.com](mailto:eventservices@ags-expo.com) Web: [www.ags-expo.com](http://www.ags-expo.com)



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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

## Material Handling Order Form

Please use this form to indicate how much incoming freight AGS can expect from your company. We understand that your calculation is only an estimate and adjustments will be made according to the actual weight listed on the inbound Bills of Lading. If you have any questions about material handling, please refer to the forms in this Exhibitor Service Manual titled "Shipping Instructions and Material Handling."

### MATERIAL HANDLING RATES (DEADLINE DATES)

#### Advanced Warehouse - (8/7/13 - 8/30/13)

- \$185.00 per 100 lbs, 200 lbs min.

#### Special Handling at Show Site - (9/7/2013 - 9/8/13)

- \$264.00 per 100 lbs, 200 lbs min.

#### Direct to Show Site - (9/7/2013 - 9/8/13)

- \$176.00 per 100 lbs, 200 lbs min.

#### Small Packages - <30 lbs - (Show Site Only)

- \$62.40 1st Carton, \$22.00 each add., per day

#### Please note:

- When recording weight, round-up to the next 100 lbs. Example: 235 lbs. = 300 lbs., 3 x Material Handling Rate per 100 lbs.
- Please note that the above rates include a 60% upcharge due to contracted move-in and move-out dates and/or times being on overtime.

### Advance Shipments to Warehouse

We will ship.... lbs. @ \$185.00 per 100 lbs. (200 lbs. min, \$370.00 Minimum)

Total Weight lbs. x \$ rate per 100 lbs. = \$

- *Materials received after the cut-off date will be assessed an off-target charge and cannot be guaranteed advance delivery.*

### Direct Shipments to Show Site

We will ship.... lbs. @ \$176.00 per 100 lbs. (200 lbs. min, \$352.00 Minimum)

Total Weight lbs. x \$ rate per 100 lbs. = \$

- *Materials received prior to move-in date/time will be assessed an off-target charge, or may be refused by the facility.*

### Special Handling at Show Site

Special handling applies to items such as machinery or equipment, specially packaged or otherwise, requiring the use of a specialized forklift or excess labor to organize such items and move them from the dock.

We will ship.... lbs. @ \$264.00 per 100 lbs. (200 lbs. min, \$528.00 Minimum)

Total Weight lbs. x \$ rate per 100 lbs. = \$

### Small Packages

We will ship.... Packages @ \$62.40 for the first package and \$22.00 for each additional package contained in the same shipment

Total Number of Packages x \$62.40 / \$22.00 = \$

### Total Order

Total Material Handling Cost: \$

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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

### Inbound Shipping Information

Please use this form to indicate information related to your shipments. This will allow us to assist you at show site with regard to inbound shipments. If you have multiple shipments, please attach additional versions of this form for each inbound shipment.

#### Shipments to Warehouse

Shipper Name: \_\_\_\_\_

Origin (City/State): \_\_\_\_\_

Method of Shipment: ☐ Common Carrier ☐ Van Line ☐ Company Vehicle ☐ Air Carrier

Freight Description: \_\_\_\_\_

Shipping Date: \_\_\_\_\_ # of Pieces: \_\_\_\_\_ Total Weight: \_\_\_\_\_

Carrier Name: \_\_\_\_\_

Pro Number: \_\_\_\_\_

Comments or Special Handling Requirements: *(Please indicate the use of special equipment for unloading)*

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#### Shipments Direct to Show Site *(Shipments must arrive during scheduled move-in hours ONLY)*

Shipper Name: \_\_\_\_\_

Origin (City/State): \_\_\_\_\_

Method of Shipment: ☐ Common Carrier ☐ Van Line ☐ Company Vehicle ☐ Air Carrier

Freight Description: \_\_\_\_\_

Shipping Date: \_\_\_\_\_ # of Pieces: \_\_\_\_\_ Total Weight: \_\_\_\_\_

Carrier Name: \_\_\_\_\_

Pro Number: \_\_\_\_\_

Comments or Special Handling Requirements: *(Please indicate the use of special equipment for unloading)*

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INBOUND SHIPPING INFORMATION FORM





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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

AGS knows that move-out can be a critical time for your team and the quick return of crates and materials is an important factor. With Premium Return Service you will get your crates and boxes back within the first hour\* of move-out, getting you started on dismantle earlier and helping you avoid long move outs.

## QUICK RETURN OF CRATES!

As a white glove AGS service, our team will make every effort to deliver your Premium Return Labels to your booth. However, the exhibitor is ultimately responsible for ensuring that their exhibit materials are properly labeled for show site storage

## AVOID LONG DISMANTLES

**PREMIUM RETURN SERVICE: \$210.00**

☐ Yes, we would like *Premium Return Service*

**We are storing:** # of Pieces \_\_\_\_\_ ☐ Crates ☐ Boxes ☐ Fiber Containers ☐ Anvil Case ☐ Other

### Service Includes

- The storage of up to five (5) pieces; additional pieces \$10.00 per item
- Priority return of stored materials

Subtotal: \$ \_\_\_\_\_

(add additional pieces): \$ \_\_\_\_\_

Total Order: \$ \_\_\_\_\_

### Please Note:

- This is a limited service and we ask that you make your Premium Return Service reservations in advance.
- This is not an alternative to Material Handling. Material Handling services must be established prior to ordering this service.
- All Premium Return Service labeled materials will be returned first. The estimated window of time only certifies priority delivery not an exact time of return.\*
- This service must be established prior to the removal of materials from the floor. Labeling is the responsibility of the exhibitor.
- Taxes added where applicable.

\*Stored materials will be returned after aisle carpet has been removed.



PREMIUM RETURN SERVICE

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811  
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## Forced Freight Policy

AGS wants to ensure that your materials reach their intended destination. Therefore, any unconsigned shipments left in the exhibit hall after dismantling hours will be shipped via the official show carrier at the expense of the exhibitor. Please read the important information below to help avoid having your freight forced.

**Driver Check-in:** Saturday, September 14th by 10:00 AM

**Forced Freight Time:** Saturday, September 14th at 10:01 AM

### What is Forced Freight?

A "force" occurs when a carrier does not check-in or show-up at the dock for the consigned freight. We want to make sure each exhibitor gets their first choice of a carrier and therefore no freight is forced until we must move it to complete the contracted move-out agreement between show management, the convention center and AGS Expo Services.

### Bill of Lading

Each exhibitor is responsible for turning in an AGS Bill of Lading to the AGS Service Center after dismantling is finished and all boxes/crates/materials are packed and labeled. The Bill of Lading is the official "permission" by the exhibitor to allow the removal of freight from the booth to the carrier of choice (personal vehicle, truck, van line, air freight, etc.).

### Official Show Carrier

The official show carrier is on-site as a convenience to exhibitors and to service show management and is by no means the only choice available. Exhibitors are welcome to use either the official carrier or an Exhibitor Appointed Carrier. Rates may be negotiated in advance by calling the official show carrier.

### Other Carriers

If freight is consigned to a service carrier other than the official show carrier, that carrier must check-in with the loading dock by the time specified above. Show management, AGS Expo Services and the official show carrier cannot be responsible for checking with all designated carriers. If you have chosen a carrier other than the official show carrier, we require that someone from your company remain with the shipment until it is picked-up. Many times, a reminder phone call to your carrier will ensure the official time window is adhered to and your freight is picked up successfully.

### Forced Freight Contact

In the event that your freight is forced by AGS, please contact our Event Services Department during regular business hours Monday through Friday from 8:00 am – 5:00 pm at 1.800.292.6162 to obtain tracking and destination information.



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**Discount Price  
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Method of payment must accompany your order



## Material Handling Information & Rates

The following information has been compiled by AGS for use by exhibitors and all third-party contractors to inform you of rates and rules regarding proper shipping and handling to and from your event. If you require more information regarding specific services or have issues regarding material handling at your event, please call our Event Services Department or contact us via email at [eventservices@ags-expo.com](mailto:eventservices@ags-expo.com)

### SHIPPING INFORMATION

#### Shipment Pick-ups & Deliveries

Drivers will be required to record their shipments at the Exhibit Site Check-In Area and then they will be directed to the proper freight door for loading and unloading. This includes access to any POV ramps.

#### Material Handling Order Form

Please make sure to submit your Material Handling Order Form to AGS. This will ensure the proper handling of exhibit materials.

All shipments delivered to either the exhibit site or the advanced warehouse require a delivery slip showing the number of pieces, weight and type of merchandise. Surcharges apply to all shipments that arrive without proper piece-count and/or weight ticket information. This includes bulk consignment carriers such as FedEx and UPS Package.

Drivers will be required to submit a CERTIFIED WEIGHT TICKET when recording their shipment at the Exhibit Site Check-In Area. AGS Expo Services reserves the right to refuse such shipments until a certified weight ticket is presented.

**NOTE:** Shipments received without receipts, freight bills or specified unit counts on receipts or freight bills (e.g. one lot, 800 cu. ft., etc.) from carriers such as FedEx or UPS Package, will be delivered to the exhibitor's booth without guarantee of piece-count or condition. No liability will be assumed by AGS Expo Services for such shipments. In the event no weight is indicated on the documents presented, AGS Expo Services shall estimate the weight and charges will be based on the estimate. These charges will not be subject to adjustment.

Please ensure that copies of all shipping information are sent to the person or company in charge of installing your display. This will assist in locating any packages that are missing or fail to arrive.

#### Insurance

Be sure your materials are insured from the time they leave your company until they are returned after the event. It is suggested that exhibitors arrange all-risk coverage. This can usually be done by adding riders to existing policies. Each event is different. As a result, certain facilities provide different levels of security for exhibitors and their materials. In most cases, security is arranged by the association or event management but is not always available during certain times of the event. Please take every precaution to secure items in your booth. During move-out, never leave packed materials in your booth unsupervised. AGS always requires exhibitor supervision of outbound packages to ensure their safe transfer.

### Basic Tips for Shipping

- Securely pack all items for shipping and remove old shipping labels.
- Fill out and apply shipping labels with appropriate address, company name, booth number and consign all shipments c/o AGS Expo Services.
- Send your Material Handling Order Form to AGS to ensure their arrival.
- Check with AGS as to the receipt of your shipped packages.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces and weight.
- Certified weight tickets must accompany all shipments.
- Do not ship loose items to the advanced warehouse. All materials should be packaged appropriately.



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## Material Handling Information & Rates

### Shipping Labels

All packages must be clearly labeled with the appropriate address, booth number and consignment information. Please remember to remove all old labels from your shipping containers as this will ensure that there is no confusion over booth number, addresses or other erroneous information not related to this specific event.

### Crates & Material Packaging

Ensure that your containers are properly maintained or replaced to prevent the damage of any internal items during shipping and handling. Please understand that all containers associated with shipping are considered protection and are therefore not covered if damaged during shipping and handling. These containers are designed to take external forces in order to protect their internal contents.

## Rate Classification

### Advance Shipments to Warehouse - Services & Rates

Advance shipments will be accepted at the AGS Expo Services advance warehouse and allowed up to 30 days storage if delivered by the deadline date provided in this Service Manual. These shipments should be consigned AGS Expo Services c/o ABF Freight System, Inc. and labeled with the appropriate event and booth number.

This service includes material unloading at the warehouse, storage up to 30 days, delivery to the exhibit site, unloading and delivery to the exhibitor's booth, storage of empty containers during the event, pick-up at the close of the show, handling to the loading area and reloading on outbound truck(s). **The ROUND TRIP RATE of \$185.00 with a 200 lb. minimum applies for each 100 lbs. or fraction thereof per shipment.**

### Overtime Charges on Advance Shipments

An overtime surcharge for shipments unloaded at the warehouse after 4:30 pm on weekdays, anytime on Saturday/Sunday/Holidays will be applied based on the Advance Shipment Rate, for each 100 lbs. or fraction thereof per shipment. Additionally, when warehouse freight must be moved into the exhibit site on overtime due to scheduling conflicts beyond the control of AGS Expo Services, overtime charges will be applied. This charge will be invoiced in addition to those rates on all shipments subject to overtime charges. **The surcharge applicable to overtime shipments is \$33.60 with a 200 lb. minimum for each occurrence.**

### Off-Target Charges on Advance & Direct Shipments

Shipments unloaded after the Advance Receiving Deadline Date or prior to Direct Receiving for exhibitor move-in will be subject a 30% off-target service charge based on the Advance or Direct Shipment Rate (which ever applies), for each 100 lbs. or fraction thereof per shipment, unless the shipment was handled by the official carrier. Charges for off-target delivery methods may also apply. Such off-target shipments cannot be guaranteed advance delivery to the show site.

### Direct Shipments to Exhibit Site - Services & Rates

Shipments for direct delivery to the exhibit site should be scheduled to arrive by the date and times set forth in the Shipping Information section of this Exhibitor Service Manual. These shipments should be consigned to AGS Expo Services c/o Hynes Convention Center and labeled with appropriate show name and booth number.

Materials will be unloaded from exhibitor's trucks or trucks of other carriers at the exhibit site; delivered to the exhibitor's booth; storage of empty containers during the event; picked-up at the close of the event; moved to the loading area; and reloaded on trucks. **The ROUND TRIP RATE of \$176.00 with a 200 lb. minimum applies for each 100 lbs. or fraction thereof per shipment.**



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## Material Handling Information & Rates

### Overtime Surcharges at Exhibit Site

Overtime charges on inbound shipments will be in effect if:

- a vehicle checks-in at the Exhibit Site Check-In Area after 4:30 PM on weekdays or anytime on Saturday/Sunday/Holidays.

Overtime charges on outbound shipments will be in effect if:

1. Your shipment is loaded after 4:30 PM on the day the exhibit closes.
2. Your carrier checks-in at the Exhibit Site Check-In Area after 4:30 PM on weekdays or anytime on Saturday/Sunday/Holidays.
3. Additionally, when freight must be moved out of the exhibit site on overtime due to scheduling conflict beyond the control of AGS Expo Services, overtime charges will be applied. An overtime surcharge based on the exhibit site rates for each 100 lbs. or fraction thereof per shipment will be invoiced in addition to those rates on all shipments.

Overtime charges at the exhibit site subject to overtime rates:

- for each 100 lbs. or fraction thereof per shipment, the rate is **\$30.60** with a **200 lb. minimum** for each occurrence.

### Special Handling - Shipments or Equipment Requiring Special Handling

This classification applies to but is not limited to moving van shipments or shipments by any trucks which because of their truck bed height cannot be unloaded at the docks and/or the shipment is packed in such a manner as to require special handling (i.e. loose display parts, uncrated equipment, etc.) regardless of the kind of carrier or vehicle used and/or the description of the shipment is such that the type of materials or equipment cannot be determined (e.g. 1 lot; many assorted pieces, etc.). This also includes shipments delivered by carriers such as FedEx, UPS Package and other parcel style carriers with bulk consignment.

Materials will be unloaded from moving vans, exhibitor's truck or trucks of other carriers at the exhibit site; delivered to the exhibitor's booth; stored as empty containers during the event; picked-up at the close of event; moved to the loading area; and reloaded on trucks.

The rate of **\$264.00** with a **200 lb. minimum** applies for each 100 lbs. or fraction thereof per shipment.

**NOTE:** In the event crated materials are combined in a shipment with materials packed in such a manner as to require special handling (see above), AGS Expo Services will invoice such shipments at the rates applicable to the classification of the materials, PROVIDED the Bill of Lading clearly identifies the weight of the crated materials and the weight of the other materials. If the Bill of Lading does NOT identify the weights of the various classifications, the entire shipment will be invoiced at the Special Handling Rate and will not be subject to adjustment.

### Small Package Rates

Small Package Rates ONLY apply to direct deliveries to the exhibit site and should be scheduled to arrive by the dates and times set forth in the Shipping Information section of this Exhibitor Service Manual. These shipments should be consigned AGS Expo Services c/o Hynes Convention Center and labeled with appropriate show name and booth number. Such items considered small packages are cartons and other non-crated items that have a maximum weight of 30 lbs. per shipment, per delivery, per day, by the same carrier. This includes FedEx and UPS Package shipments.

Materials will be unloaded from the dock or trucks, at the exhibit site; delivered to the exhibitor's booth; stored as empty containers during the event; picked-up at the close of the event; moved to the loading area; and reloaded on trucks.





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## Material Handling Information & Rates

### Small Package Rates (continued)

The **ROUND TRIP RATE** applies for small packages **per total shipment weighing 30 lbs.** or a fraction thereof where the first carton is \$62.40 and each subsequent carton is \$22.00. If the total weight of the shipment exceeds 30 lbs, the shipment will be charged a 200 lb. minimum at the above Material Handling Rates depending upon time of arrival and other policies surrounding its receipt (i.e. special handling). **A 15% surcharge will be applied on all items delivered without documentation or by carriers such as FedEx, UPS Package and other parcel style carriers with bulk consignment.**

### Premium Return Services

AGS offers Premium Return Service for material handling storage at this event. This service includes all classifications of material handling storage listed in this Material Handling Information & Rates section. This service will provide priority return of stored materials at the close of the event. All materials labeled for Premium Return Service will be guaranteed first return. This service has limited availability and is based on storage capacity of the event venue. This is not an alternative to material handling. Material handling services must be established prior to ordering this service. **The base fee for this premium service to return empty storage containers at the close of show is \$210.00 for the first five containers. An additional surcharge applies per container thereafter, as specified on the Premium Return Service Order Form.**

### Outgoing Shipments

To assist you in setting-up your outgoing shipments, AGS Expo Services will have a shipping desk located at the AGS Service Center where labels, Bills of Lading and shipping information will be available.

### Forced Freight Policy

At the close of the show, if carriers fail to pick-up or refuse to accept shipments, or no disposition is provided by the exhibitor AGS Expo Services reserves the right to re-route such shipments or materials may be dreyed back to a warehouse pending instruction from the exhibitor. Service fees will be applied. AGS is not responsible for the assignment of fees or charges associated with forced freight re-routes. No liability will be assumed as a result of such re-routing or handling.



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## Terms & Conditions of Contract - Material Handling Services

By acceptance of Goods and/or Services provided by AGS Exposition Services, Inc. and/or its carriers, contractors, and agents of each, Customer and any other party with an interest in, or who is benefitted by the Goods and/or Services covered by this Agreement agree to these Terms and Conditions of Contract.

AGS TERMS AND CONDITIONS ARE SUBJECT TO MODIFICATION OR CHANGE AT AGS' SOLE DISCRETION UPON ADVANCE NOTICE TO ANY PARTIES

### 1. Scope/Binding Effect:

These Terms and Conditions shall be binding upon AGS, Customer, and their respective agents, representatives, Shipper and Consignee, including but not limited to Customer contracted labor such as installation and dismantle companies and personnel, and any other party with an interest in, or who is benefitted by the Goods and/or Services covered by this Agreement. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limitations and limitations of liability. It shall be the Customer's sole obligation to ensure that any such parties described above have received a copy of this Agreement and have consented to these Terms and Conditions.

### 2. Definitions:

"AGS" refers to AGS Exposition Services, Inc., a Florida Corporation, its agents and employees.

"Carrier" shall refer to motor carriers, van lines, air carriers, and/or air or surface freight forwarders.

"Cold Storage" refers to the holding of Goods in a climate controlled area whether or not said Goods are deemed "perishable".

"Consignee" refers to a party to whom goods are shipped.

"Customer" shall refer to any exhibitor, event participant, or other party requesting from Goods or Services from AGS.

"Goods" refers to exhibits, property, materials, electronic equipment, displays, and commodities of any type for which AGS is requested to provide or otherwise perform Services in relation thereto, such as shipping, drayage, assembly or disassembly in relation

thereto.

"HAZMAT" refers to those articles, commodities and/or Goods defined as hazardous in 49 CFR Parts 171-177, as amended from time to time.

"ICCTA" refers to Part B 49 U.S.C. Sections 13101 – 14914, of the ICC Termination Act of 1995, as amended from time to time.

"Services" as referenced herein shall include, but is not limited to: warehousing, storage, transportation, drayage, electrical, rigging, material handling, design, graphics, carpentry, installation and dismantle, logistics and/or all other services provided by AGS and/or its carriers, contractors, and agents of each.

"Shipper" shall refer to any party who tenders Goods to Carrier for transportation.

### 3. Customer Obligations:

a. Payment for Services. Customer, Shipper, and Consignee shall be jointly liable for all unpaid charges for services performed by AGS and/or its carriers, contractors, and agents of each. Customer authorizes AGS to charge its credit card directly for Goods and/or Services rendered on Customer's behalf at any time, to include after Customer departure from the event, upon placing its order with AGS on-line, via fax, phone or through a work order on site.

b. Credit Terms. All charges are due before Goods are delivered or Services are performed unless other arrangements have been made in advance with AGS. AGS has the right to require prepayment or other written guarantee of the charges at the time of request for Goods and/or Services. A failure to pay timely will result in Customer having to pay in cash in advance for future Goods and/or Services. AGS retains its right to hold Customers' Goods for non-payment and to charge storage and handling fees associated therewith. If a credit card is provided to AGS, AGS is authorized to bill to such credit card at any time for any unpaid charges for Goods and/or Services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½ % per month until paid.

c. HAZMAT Compliance. Customer is obligated to disclose to AGS and Carrier if Customer's packages



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contain items that are considered HAZMAT. Customer has the obligation to comply with all applicable laws associated with any HAZMAT materials and ensure that each package is properly and completely described, is properly marked and addressed, and is packaged adequately to protect the contents during transportation. Customer must provide all documentation for HAZMAT shipping as required by the Department of Transportation. Customer hereby agrees to provide AGS and Carrier with accurate information in order to allow for all proper disclosures to be made on Customer's shipment. Customer is also responsible for all placarding associated with HAZMAT materials.

#### 4. ICCTA Waiver; Mutual Indemnification:

- a. ICCTA Waiver. Customer and AGS expressly and mutually waive, to the extent permissible under law, any and all rights and remedies each may have under ICCTA, as amended from time to time, to the extent those provisions conflict with these Terms and Conditions.
- b. Customer Indemnification. Customer shall defend, hold harmless and indemnify AGS and its carriers, contractors, and agents of each, from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorneys', expert, and consulting fees, and court costs, arising from or relating to any injury to or death of persons, or damage to property other than Goods, arising from or relating to AGS' (and/or its carriers, contractors, and agents of each), performance of Services herein. Customer further agrees to indemnify and hold AGS and its carriers, contractors, and agents of each, harmless for any and all actions or inactions of Customer, its agents, contractors, customers and invitees, and their contractors, representatives and agents, including but not limited to Customer's installation and dismantle companies and personnel, any subtenant, licensee, invitee, or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through AGS. Customer's obligations under this provision shall not apply to AGS' own gross negligence and/or willful misconduct.

CUSTOMER ACKNOWLEDGES THAT THE EVENT SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES, CONTRACTORS, LICENSEES, INVITEES, CUSTOMERS, SUB-TENANTS, AND THEIR RESPECTIVE AGENTS AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK AND ASSUME ALL RISKS ASSOCIATED THEREWITH BY VIRTUE OF THEIR PRESENCE.

- c. AGS Indemnification. To the extent of AGS' own gross negligence and/or willful misconduct, and subject to the limitations of liability set forth in Sections 4 and 5 of this Agreement, AGS shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. AGS' indemnity obligation under this provision shall not apply to claims for damage to property, bodily injury or death arising: (i) from persons present in areas which have been marked as "off limits to exhibitors"; and/or (ii) when persons are present in the facility prior or subsequent to the effective dates or hours of exhibitor's space lease with event management.

#### 5. Disclaimer And Limitation Of Liability:

UNDER NO CIRCUMSTANCES SHALL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. AGS SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED SOLELY AND EXCLUSIVELY BY THE DIRECT, GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF AGS. NOTWITHSTANDING THE FOREGOING, AND UNDER NO CIRCUMSTANCES, REGARDLESS OF CLAIMED FAULT AGAINST AGS, SHALL AGS BE LIABLE FOR ANY CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION 6, BELOW. FURTHER, AGS SHALL NOT BE LIABLE FOR LOSS, DAMAGE, OR DELAY THAT RESULTS FROM ACTS OF GOD, WEATHER CONDITIONS, ACT OR DEFAULT OF CUSTOMER, SHIPPER, CARRIER, OR THE OWNER OF THE GOODS, INHERENT NATURE OF THE

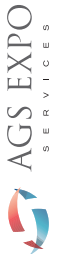


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GOODS, PUBLIC ENEMY, PUBLIC AUTHORITY, LABOR DISPUTES, AND ACTS OF TERRORISM OR WAR.

6. No Liability for Loss or Damage to Goods:

- a. Condition of Goods. AGS shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. AGS shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the event floor.
- b. Receipt of Goods. AGS shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- c. Force Majeure. AGS shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, Carrier, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.
- d. Cold Storage. Goods requiring cold storage are stored at Customer's own risk. AGS assumes no liability or responsibility for Cold Storage.
- e. Empty Storage. AGS assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in empty storage. It is Customer's sole responsibility to affix the appropriate labels available at the AGS Service Center for empty container storage, and ensure that any pre-existing empty labels are removed.
- f. Forced Freight. AGS is not liable for Customer Goods left on the event floor after the event closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the event closing deadline, AGS has the right to remove the Customer

Goods. AGS is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise, to ship Customer Goods at the discretion of AGS and at Customer's expense. AGS shall incur no liability for such shipment. AGS retains the right to dispose of Customer Goods without liability if left on the event floor unattended, without labels or not correctly labeled.

- g. Concealed Damage. AGS shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- h. Unattended Goods. AGS assumes no liability for loss or damage to unattended Goods received at the event site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective event, show or exhibition. Customer is responsible for adequately insuring its own Goods for any and all risk of loss.
- i. Unattended Booth. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by AGS and the arrival of the Customer's representative(s) at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and the actual pick-up of Goods from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. In addition, booths that are attended may still be subject to risk of loss, damage, or theft at the event site. Therefore, it is understood and agreed that AGS shall not be liable for any loss or damage occurring while the Goods are in Customer's booth at any time, whether or not the booth is, or is not attended by Customer or anyone else. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to AGS will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- j. Special Handling Needs. AGS shall not be liable





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for any loss, damage, or delays incurred during the handling of Goods requiring special devices or facilities to properly load, place, or reload, unless advance notice has been given to AGS in time to obtain the proper equipment or facilities. It is at the sole discretion of AGS to refuse the movement or acceptance of such Goods in cases where equipment or facility limitations exist. It will be the sole responsibility of the Customer to arrange for any such special needs with AGS, or alternate servicing agents where such special needs cannot be procured by AGS, except for locations where liability assignment, contractual limitation, local law or jurisdiction prohibits such agents from performing any such special handling needs.

### 7. AGS Not a Bailee or Shipper/ AGS Retained Authority to Substitute Carriers:

- a. AGS Not Bailee or Shipper. The Customer agrees in connection with the receipt, handling, temporary storage and reloading of its Goods that AGS will provide these services as Customer's agent and not as a bailee or shipper. If any agent or employee of AGS signs a delivery receipt, Bill of Lading or other document, Customer agrees that AGS will do so as the Customer's Agent and the Customer accepts all liability and responsibility for loss, damage, theft, or delay thereof.
- b. AGS Retained Authority to Substitute Carriers. In order to expedite removal of Goods from the event site, AGS shall have the authority to change designated carriers if such carriers do not pick-up Customer's Goods on time.

### 8. Measure of Damage:

- a. Sole Relief. If found liable for any loss, AGS' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- b. Labor. AGS assumes no liability for loss, damage, death, or bodily injury arising out of Customer's supervision of AGS provided union labor. If AGS supervises labor for a fee, AGS shall be liable only for actions or claims arising out of its grossly neg-

ligent supervision or willful misconduct. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage to property, Goods, death, or bodily injury and shall indemnify AGS and event management, to include reasonable defense costs, attorney's, expert, and consulting fees and court costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

### 9. Miscellaneous:

- a. Insurance. AGS IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the event and or while on the event floor is in the sole responsibility of Customer. AGS recommends Customer arrange for "All Risk" Coverage.
- b. Notice of Loss or Damage. In order to have a valid claim, notice of loss or damage to Goods must be given to AGS or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at event site by AGS) or delivery of outbound Goods.
- c. Filing of Claim. Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with AGS within the time limits specified herein or it is completely and irrevocably waived and barred. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, DO NOT and SHALL NOT constitute the filing of a claim.
- i. Claims for Goods alleged to be lost, stolen or damaged at the event site must be received in writing by AGS within 30 days after the close of the event.
- ii. Claims for Goods alleged to be lost or damaged during transit must be received in writing by AGS



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within thirty (30) days after the date of delivery of Goods to or from the event site.

In the event of a dispute with AGS, Customer shall not withhold payment or any amount due AGS for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay AGS prior to the close of the event for all such charges and further agrees that any claim Customer may have against AGS shall be pursued independently by Customer as a separate action to be resolved on its own merits. AGS retains the right to pursue collection on amounts owed after event close, without regard to any amount alleged to be owed for damage, or loss.

- d. Filing of Suit. Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim.

10. Jurisdiction, Choice of Forum; Prevailing Party Fees:

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. The parties hereby submit to jurisdiction and venue in the United States District Court, Middle District of Florida, Orlando Division, or the appropriate State Courts of Orange County, Florida. In any action arising from or relating to this Agreement, including the collection of any sums owed AGS, the prevailing party shall be entitled to recover reasonable attorneys' fees and taxable costs at all trial and appellate levels.

11. Advanced Warehousing/Temporary Storage/Long Term Storage:

- a. All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to AGS' liability for Customer's Goods. The responsibility of AGS with respect to Customer's Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. AGS shall

be liable only for loss or damage to Goods caused by AGS' sole and exclusive gross negligence. AGS' liability is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. AGS is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond AGS' immediate control. AGS is not responsible for the marring, scratching or breakage of glass or other fragile items. AGS is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by AGS. In no event shall AGS be liable for special, incidental, indirect or consequential damage, including loss of profits or income of any kind resulting from any damage to or loss of the Goods. Customer pays storage fees and/or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by AGS as to appropriateness of the conditions for Customer's Goods. The risk of loss remains Customer's alone and AGS recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk. AGS IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the event and or while on the event floor is in the sole responsibility of Customer. AGS recommends Customer arrange for "All Risk" Coverage.

These terms apply to your order.



TRUST YOUR IMPORTANT TRADE SHOW SHIPMENT WITH THE LEADER IN EXHIBIT TRANSPORTATION SERVICES

Your Official Ground & Air Freight Carrier



*On-Site...On-Time...Damage-Free*

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**Let ABF make your show the  
easiest you have attended.**

Choose ABF guaranteed, expedited shipping solutions — air or ground with special show discounted rates for your inbound and outbound shipments.

For personalized quotes, please call our  
trade show division at 800-654-7019.

On the floor and behind the scenes, **ABF Freight System, Inc.®** makes it happen with:

- Priority handling of your inbound and outbound shipment.
- Guaranteed expedited air and ground services.
- LTL ground transportation.
- International transportation.



**tradeshow@abf.com**



# ABF FREIGHT SYSTEM, INC.® • TRADE SHOW SERVICES

Show Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Date \_\_\_\_\_ Show City \_\_\_\_\_

Contractor \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Street Address \_\_\_\_\_

P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip (P.O. Box) \_\_\_\_\_ Zip (Street Address) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Estimated Exhibit Value \_\_\_\_\_

Normal Exhibit Weight \_\_\_\_\_ Number of Shows Per Year \_\_\_\_\_

Normal Number of Exhibit Pieces \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Cases \_\_\_\_\_ Carpet \_\_\_\_\_

Would you like to be included on future mailings? ☐ Yes ☐ No

Would you like an ABF Trade Show coordinator to call you with a quote or information? ☐ Yes ☐ No

Please send me a detailed information packet on ABF's Trade Show Service. ☐

Please fax completed form back to 800-836-3320.

ABF Freight System, Inc. • Trade Show Services • P.O. Box 697 • Cherryville, NC 28021



*On-Site... On-Time... Damage-Free*

tradeshow@abf.com

**(800) 654-7019**





# Ancillary Services

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The following services are provided by 3rd Party Contractors.  
Please submit your order forms directly to the provider using the  
fax numbers on the forms.



UIP XVII World Meeting  
Hynes Convention Center  
Boston, Massachusetts  
September 8-13, 2013

Early Order Discount Deadline: **August 23, 2013**

Order online at [www.ets-av.com/orders](http://www.ets-av.com/orders)

Company Information

Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Country \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
Ordered By \_\_\_\_\_ Email \_\_\_\_\_  
Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Show Information

On Site Contact Name \_\_\_\_\_ Cell Number \_\_\_\_\_  
Booth Name \_\_\_\_\_ Booth Number \_\_\_\_\_  
Requested Delivery Date \_\_\_\_\_ Delivery Time \_\_\_\_\_

Payment Information

Credit Card \_\_\_\_\_ Account Number \_\_\_\_\_ Expiration \_\_\_\_\_  
Cardholder Name \_\_\_\_\_  
Cardholder Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Country \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Cardholder Signature

By signing the above you are certifying the credit card information to be true and correct. You are authorizing the account to be charged for this advance order and any additional amounts incurred as a result of changes by on site representatives.

☐ Check

Remit To:  
Event Technology  
Services  
8080 Tristar Dr, Suite 118  
Irving, TX 75063  
Please Call for Wire Transfer

Additional equipment is available. Please call for quote.

Equipment rental rates are show rates.

A representative must be in the booth to sign for equipment.

Cancellation of services must be received by discount deadline or cancellation minimums will apply.

Changes in delivery date or time on site may result in additional labor charges.

All equipment will be picked up by ETS staff upon completion of the event.





Flat Panel Monitors			
Computer Only LCD 4:3 Aspect Ratio	Qty	Early Order	Standard Rate
18" LCD Monitor (1280x1024)			Total
20" LCD Monitor (1600x1200)			

Computer Only LCD 16:9 Aspect Ratio			
24" LCD Monitor (1920x1200)			

Computer or Video LCD 16:9 Aspect Ratio			
23" LCD Monitor (1280x768) (720p)			
24" LCD Monitor (1900x1200) (1080i)			
32" LCD Monitor (1366x768) (720p)			
40" LCD Monitor (1920x1080) (1080p)			
46" LCD Monitor (1920x1080) (1080p)			
52" LCD Monitor (1920x1080) (1080p)			

#### Touchscreen Monitors Available-Please Call for Quote

Computer or Video Plasma 16:9 Aspect Ratio			
42" Plasma Monitor (1024x768) (720p)			
50" Plasma Monitor (1366x768) (720p)			
50" Plasma Monitor (1920x1080) (1080i)			
61" Plasma Monitor (1366x768) (720p)			
65" Plasma Monitor (1366x768) (720p)			
65" Plasma Monitor (1920x1080) (1080i)			
85" Plasma Monitor (1920x1080) (1080i)			
103" Plasma Monitor (1920x1080) (1080i)			

Specialty Display			
NEC 46" Narrow Bezel LCD			
Winvision LED Panel			
Barco LED Panel			

Plasma/LCD Accessories			
Monitor Chrome Floor Stand			
Shelf For Chrome Monitor Stand			
54" Cart			

Playback			
DVD Player			
Blu-Ray Player			
DVCam Player			

Computers (17" LCD Monitor included with desktops)				
Windows Desktop	Qty	Early Order	Standard Rate	Total
2.8Ghz Dual Core 1g/80g/DVD/256k video				
2.4Ghz Quad Core 4g/500g/DVD/512k				

Windows Laptop				
2.0 Ghz Core 2 Duo 2g/120g/DVDRW				
2.8 Ghz Core 2 Duo 4g/160g/512k video				

Mac Desktop				
Mac Mini 1.66Ghz Core Duo				
Mac Pro Quad 3.0Ghz				

Mac Laptop				
MacBook Pro 2.16Ghz Core Duo				

Printers (1st toner at no charge)				
HP 4200N B&W Laser Printer				
HP 3800N Color Laser Printer				

Computer Accessories				
Computer Speakers with Subwoofer				
Wireless Keyboard/Mouse Combo				
Remote Presenter				

Audio				
Speaker Systems (all speakers come with floor stands)				
Anchor AN-1000X Powered Speaker (pair)				
12" Powered Speaker (pair)				
15" Powered Speaker (pair)				
Meyer UPM-1P Powered Speaker (pair)				

Microphones				
Wired Handheld Microphone				
Wired Lavalier Microphone				
Wired Headset Microphone				
Wireless Microphone Kit				

Mixers and Accessories				
PCDI Computer Audio Interface				
4 Channel Mixer				
12 Channel Mixer				
CD Player				

Totals				
Equipment Subtotal				
Service Charge (20% of equipment total			\$65 minimum)	
Grand Total				

# World Meeting of the International Union of Phlebology

/// September 8-13, 2013 • Hynes Convention Center • Boston, Massachusetts • USA



(770) 507-6777  
FAX (770) 474-4676  
plant@tlc-florist.com  
www.tlc-florist.com

N•A•T•I•O•N•A•L

convention • plant • services

Exhibitor Name: \_\_\_\_\_ Booth Representative: \_\_\_\_\_  
Firm, Billing Name: \_\_\_\_\_ Purchase Order or Reference Number: \_\_\_\_\_  
Booth Number: \_\_\_\_\_ Credit Card #: \_\_\_\_\_  
Billing Address: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ (MC, VISA, AM. EXP)  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Name of Credit Card Holder as shown on card  
Show Decorator: \_\_\_\_\_ AGS Expo \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_  
Cell: \_\_\_\_\_ Email Address: \_\_\_\_\_

Please return completed form with payment to: P.O. Box 538, Rex, GA 30273 (770) 507-6777 (770) 474-4676 FAX  
Please return overnight shipment with payments to: 121 Pine Dr., Stockbridge, GA 30281

For Design Help, Have A TLC Designer Visit Our Booth On The Following Date: \_\_\_\_\_ Time: \_\_\_\_\_

## FROM SIMPLE AND ELEGANT TO WILD AND COLORFUL! LET A TLC DESIGNER CREATE THE PERFECT LOOK JUST FOR YOU!

If you would like to specify color, size, type flowers, please do so below—prices start at \$60.00.

Qty \_\_\_\_\_ tropical flowers—Price \$ \_\_\_\_\_ each

Qty \_\_\_\_\_ Spring flowers—Price \$ \_\_\_\_\_ each

Color \_\_\_\_\_

Width \_\_\_\_\_ Height \_\_\_\_\_

Additional Request: \_\_\_\_\_

*Don't know what you want? Just want a splash of color?  
Let TLC designers choose your fresh seasonal flowers!*

Qty \_\_\_\_\_ TLC pick my colors, size, type flowers \$50.00 ea

Visit [www.tlc-florist.com](http://www.tlc-florist.com) for additional sample pictures.  
For free design assistance, please call 770-507-6777 or email [plant@tlc-florist.com](mailto:plant@tlc-florist.com) with any questions.

## COLORFUL POTS OF VIBRANT FLOWERS!



Mums—12"–18"H

\$20.00 each

Qty \_\_\_\_\_

White \_\_\_\_\_

Yellow \_\_\_\_\_

Bronze \_\_\_\_\_

Lavender \_\_\_\_\_



Azaleas—12"H

\$35.00 each

Qty \_\_\_\_\_

White \_\_\_\_\_

Pink \_\_\_\_\_

Red \_\_\_\_\_



Bromeliads—12"–18"H

\$35.00 each

Qty \_\_\_\_\_

Purple \_\_\_\_\_ Red \_\_\_\_\_

Yellow \_\_\_\_\_ Orange \_\_\_\_\_

TLC Designers can provide the following:

- Water Features
- Fountains
- Ponds
- Water falls
- Swamps
- Garden Areas

**Tropical :**

(beach scenes;  
rain forests)

**Seasonal:**

(Spring, Fall, Holiday)

**Formal :**

(serenity garden,  
English garden)

- Border Areas:

**Hedges**

(control flow)

**Lawn or Golf**

(promotional)

**Trees**

(privacy)

**Special services are  
Available for hospitality  
Suites, award banquets,  
And VIP room deliveries.**

*See next  
page for  
green plants.*

FLORAL ORDER FORM



**Small Fern**



Small Fern—12"H x 12"W  
 \$25.00 each

Qty \_\_\_\_

**Large Fern**



Large Fern—24"H x 24"W  
 \$35.00 each

Qty \_\_\_\_

**Ivy**



Ivy—10"H x 10"W  
 \$35.00 each

Qty \_\_\_\_

**Pothos**



Pothos—12"H x 12"W  
 \$35.00 each

Qty \_\_\_\_

**2' Green Plants**



\$29.95 each Qty \_\_\_\_

**3' Green Plants**



\$39.95 each Qty \_\_\_\_

**Standard 4' to 6' Green Plants**



4' @ \$49.95 each Qty \_\_\_\_

5' @ \$59.95 each Qty \_\_\_\_

6' @ \$69.95 each Qty \_\_\_\_

**7' H & Taller plants & Planters are available**  
**Call 770-507-6777 for price/availability**



Planters are 2 1/2' long.

**Top-dressed with azalea (pictured)**  
**Also available with mum**  
**Choose flower color for flower choice.**

For Top-dressing with fern & azalea  
 \_\_ white, \_\_ pink, \_\_ red

For Top-dressing with fern & mum  
 \_\_ white, \_\_ yellow, \_\_ bronze, \_\_ lavender



4' @ \$125.00 each, Qty \_\_\_\_

5' @ \$135.00 each, Qty \_\_\_\_

6' @ \$145.00 each, Qty \_\_\_\_

**Seasonal Flowering Plants**  
**Call for Price & Availability**



Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time \$10.00 charge for **daily** floral delivery. **ALL ORDERS MUST BE PAID - IN - FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc. **There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.** **There is a 1.5% energy surcharge added to each order.**

**Order Cost Summary**

Select Container (Included in rental cost)

\_\_ Black \_\_ White \_\_ Wicker

Chrome, Brass, Terra Cotta, & Other Containers are available. Please call 770-507-6777 for pricing.

SubTotal \_\_\_\_

5% Sales Tax \_\_\_\_

1.5% esc \_\_\_\_

Total \_\_\_\_



# Lead Retrieval

**QMS Services, Inc. is proud to be the official lead retrieval contractor for the 2013 World Meeting of the International Union of Phlebology. See you in Boston, MA!**

**As an exhibitor this year you have the opportunity to utilize technology that captures leads easily and automatically, allowing more valuable time to spend with your potential customers.**

**If you have not yet ordered your lead retrieval system, we want to remind you that there will be a limited supply on site.**

**To guarantee your rental, save time and sign up now!**

**The Infocard Plus® Wireless lead retrieval system will provide exhibitors with the following:**

- Convenience and portability of a small, hand-held unit
- Picture and voice capabilities
- Up to 10 programmable customizable qualifiers
- Speed of laser scanning and an easy-to-use touch screen
- Instant access to leads via SD memory card
- Ability to generate an entry without a badge present
- Battery powered – does not require electricity



*\$290/unit on or before 8/9/13  
\$320/unit after 8/9/13 and on site*

**The Infocard Plus® lead retrieval system will provide exhibitors with the following:**



- Compact – uses less than a square foot of space
- Up to 10 programmable customizable qualifiers
- Speed of laser scanning – it takes seconds to store and print a lead
- Instant access to leads by way of USB memory stick
- Ability to store up to 3,000 leads with continuous updates to USB drive
- Built-in automatic printer capabilities for data redundancy

*\$290/unit on or before 8/9/13  
\$320/unit after 8/9/13 and on site*

**The iLeads application features the following:**

- Ability to capture, qualify and manage trade show leads anywhere
- Includes 7 standard follow up action codes and 4 standard survey qualifiers
- Unlimited number of customized follow-up and survey questions and answers
- Attach a photo and note to leads
- Ability to search leads by name or badge number
- Leads posted online for easy retrieval and post show management

*\$240/license on or before 8/9/13  
\$270/license after 8/9/13 and on site*



**\* The iLeads application is available to exhibitors who wish to use any iPhone®, iPad®, or iPod Touch® device to obtain leads rather than, or in addition to, renting a lead retrieval device \***

**Orders are accepted via mail, phone, fax, or online!**

<http://prereg.net/2013/uiip/leadretrieval>

Please direct all questions to:

**QMS Services, Inc.  
6840 Meadowridge Court Alpharetta, GA 30005  
Phone - 678-341-3000 Fax - 678-341-3099**

**Show Name:** 2013 World Meeting of the International Union of Phlebology **Booth Number:** \_\_\_\_\_  
**Your Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Exhibiting Company:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

**PRICING:**

	<b>PRIOR TO OR ON 8/9/2013</b>	<b>AFTER 8/9/2013 AND ONSITE</b>
Wireless Infocard Plus <sup>®</sup> System with optional blue tooth printer	\$290.00	\$320.00
Wireless Blue Tooth Printer (for use with Wireless Infocard Plus System only)	\$50.00	\$50.00
Infocard Plus <sup>®</sup> System with built in printer	\$290.00	\$320.00
iLeads License(s) used with iLeads application	\$240.00	\$270.00
Developer's Kit (sample badges, order and name of fields with delimiter used)	\$290.00	\$290.00

**PLACE YOUR ORDER:** (corresponding prices are listed above)**Wireless Infocard Plus<sup>®</sup> System: (with optional blue tooth printer)**

PLEASE RESERVE \_\_\_\_\_ WIRELESS INFOCARD PLUS<sup>®</sup> SYSTEM(S) WITH OPTIONAL PRINTER  
 PLEASE RESERVE \_\_\_\_\_ WIRELESS BLUETOOTH PRINTER (additional fee applies)

**Infocard Plus<sup>®</sup> System: (with built in printer)**

PLEASE RESERVE \_\_\_\_\_ INFOCARD PLUS<sup>®</sup> SYSTEM(S)



**\*The Infocard Plus<sup>®</sup> system is an electronic device. A standard 120V, 3 prong electrical outlet MUST be available in your booth unless a wireless system is leased in which case electricity is not needed.**  
**NO ELECTRICAL SERVICE IS PROVIDED AS A PART OF THIS ORDER**

**iLeads License (used with iLeads application):**

PLEASE RESERVE \_\_\_\_\_ ILEADS LICENSE(S)



**\* The iLeads application is available to exhibitors who wish to use any iPhone<sup>®</sup>, iPad<sup>®</sup>, or iPod Touch<sup>®</sup> device to obtain leads rather than, or in addition to, renting a lead retrieval device \***

**Developer's Kit: (sample badges, order and name of fields in bar code with delimiter used)**

PLEASE RESERVE \_\_\_\_\_ DEVELOPER'S KIT(S)

**ORDER TOTAL:** \_\_\_\_\_

**\*CONTINUE TO THE NEXT PAGE TO FILL OUT PAYMENT INFORMATION**

**CUSTOM LEAD QUALIFIERS:** (not applicable with iLeads licenses)

**Custom Lead Qualifiers** are used to further qualify your sales leads. They do not function as an open-ended question, rather an available choice you can check off or leave blank. You may only list up to ten qualifiers. Please limit your responses to 25 characters.

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

**IMPORTANT:**

- All Infocard Plus® systems **MUST** be ordered at least ten (10) days prior to the event to ensure availability. Any orders received less than ten (10) days prior to the event **MAY** be refused and you will have to order onsite. If orders are not placed in advance, there is no guarantee that one will be available.
- All cancellations must be received by fax or mail no later than five (5) days prior to show to receive a full refund. Any cancellations received after this time will not be refunded.
- Custom lead qualifiers may not be available for systems rented onsite. Changes to your custom lead qualifiers must be requested, in writing at least fifteen (15) days prior to the beginning of the show.
- Rentals are **NOT** delivered to the exhibiting company's booth. Rentals must be picked up at the lead retrieval service desk onsite from a QMS manager in order to receive proper operating instructions. Conversely, all equipment must be returned to the service desk within 45 minutes after the close of the show or a \$100 late fee will be applied.

**PAYMENT INFORMATION & DISCLAIMER:**

I understand that I am purchasing a license to rent the equipment ordered for the duration of the show only and that no equity or ownership in the equipment is imparted by this rental agreement. I further understand that I am responsible for the proper use and safeguarding of the equipment while it is in my possession; that I will be liable for any loss or damage to the equipment, normal wear and tear excepted **and a credit card security deposit is required onsite**. Units come with one roll of lead paper and a memory card (wireless printer for wireless lead device is additional fee). Additional paper rolls may be purchased onsite at a cost of \$10 each.

**METHOD OF PAYMENT:**

☐ VISA    ☐ MASTERCARD    ☐ AMERICAN EXPRESS    ☐ CHECK (CK #) \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**\*ONLY Credit card orders may be faxed to (678) 341-3099**

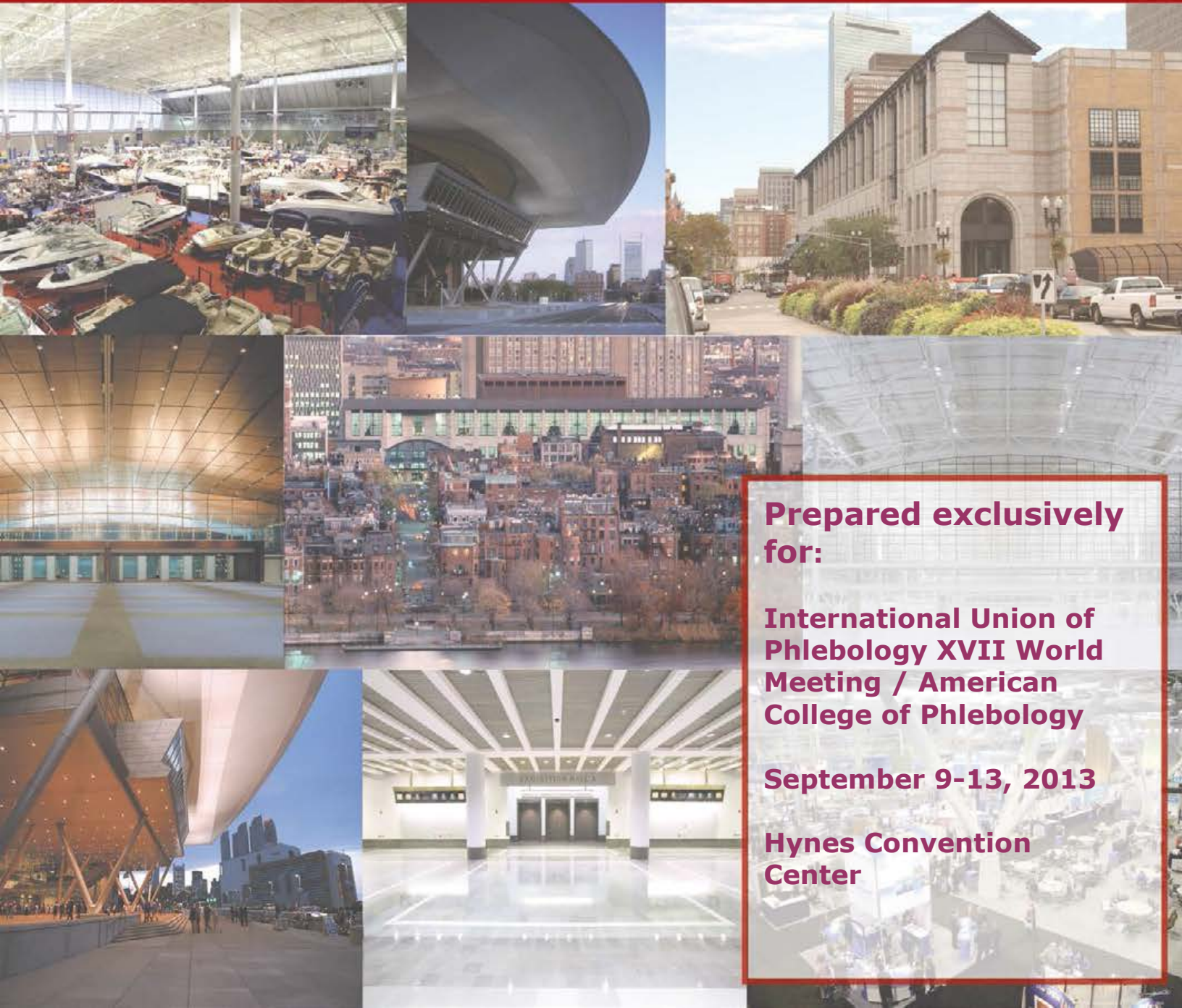
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

QMS Services, Inc.  
Infocard Plus Center  
6840 Meadowridge Court  
Alpharetta, Georgia 30005  
(678) 341-3000 - (800) 824-2389  
Fax: (678) 341-3099  
Fed. Employ. ID # 20-0499150





# EXHIBITOR ORDERING GUIDE



**Prepared exclusively  
for:**

**International Union of  
Phlebology XVII World  
Meeting / American  
College of Phlebology**

**September 9-13, 2013**

**Hynes Convention  
Center**

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### Introduction

**On behalf of the Massachusetts Convention Center Authority, welcome to Boston!** We are excited to have you exhibit at our state-of-the-art facilities and look forward to helping you prepare your exhibit space. At the MCCA, we strive to provide you with quality services to ensure both a successful and an enjoyable experience.

This Ordering Guide is designed to make planning and ordering easy for all exhibitors. Each service section contains the following:

- Description of Services & Equipment and Pricing;
- Installation & Connection Information;
- Terms & Conditions, and;
- Frequently Asked Questions.

In addition to the orderable services listed in this guide, the MCCA also offers the following services for you to take advantage of on-site:

- Exhibitor Service Desk with assigned Event Associate
- Internet Help Desk
- Free Wireless Internet Service
- Business Center
- FedEx Kinkos

If you have any unanswered questions, please contact MCCA Exhibitor Services at **1-617-954-2230** or **[exhibitorservices@massconvention.com](mailto:exhibitorservices@massconvention.com)**, and we will be happy to assist you!

### General Information

#### Ordering Policies & Procedures

**Pricing** - Discount and Standard rates are available for most services. To qualify for the discount rate, order requests and payment must be received 21 days prior to the show opening. Standard rates will apply to orders received after this discount cut-off date.

**Ordering** - Exhibitors are encouraged to submit orders online at our secure and easy-to-use website, [www.massconvention.com](http://www.massconvention.com). Credit card payment is required for all online orders. Exhibitors who prefer to mail in their orders and pay by check will find our Service Order Forms at Appendix A of this guide. No telephone or facsimile orders will be accepted.

Exhibitors should be aware of the following when placing orders:

- All payments must be in US currency;
- The date payment is received determines the applicable rate (see Pricing above);
- Incomplete order or payment information will delay processing;
- Booth number(s) must be identified on all order forms.

**Payments** - Payment for services must be received in advance. Service will be scheduled and delivered only after payment is received. All outstanding charges must be paid before the close of the show.

**Refunds** - Claims for refunds must be submitted by the exhibitor to MCCA Exhibitor Services prior to event close. Credit will not be given for services installed and not used.

#### General Terms & Conditions

- All booth number changes must be communicated by the exhibitor to MCCA Exhibitor Services prior to exhibitor move-in. Additional charges may result, if services must be moved after initial set-up.
- All equipment and material furnished by the MCCA shall remain the property of the MCCA and shall be removed only by MCCA personnel.
- Standard wall outlets and other permanent building outlets (e.g., electrical, telephone, plumbing, etc.) are not part of the booth space and may not be used by anyone other than MCCA personnel or designated service provider.
- Service connections must be made by MCCA personnel or designated service provider.
- Connection services generally cover the installation of service to the booth area in the most convenient manner to the MCCA.
- All equipment must comply with state and local safety codes. MCCA will refuse connection to any equipment that constitutes a safety hazard.
- Unless otherwise directed, MCCA personnel are authorized to cut floor coverings to permit installation of services.

## Electrical Services

The MCCA offers a variety of electrical services through our experienced in-house team of electricians.

<b>Standard Connections (120 volt power)</b>	<b>Discount</b>	<b>Standard</b>
<b>500 Watt Box .....</b>	<b>\$95.00 .....</b>	<b>\$119.00</b>
One 5 amp circuit and one receptacle or plug point		
<b>1000 Watt Box.....</b>	<b>\$125.00 .....</b>	<b>\$156.00</b>
One 10 amp circuit and two receptacles or plug points		
<b>2000 Watt Box.....</b>	<b>\$155.00 .....</b>	<b>\$194.00</b>
One 20 amp circuit and a minimum of three receptacles or plug points		
<b>4000 Watt Box.....</b>	<b>\$180.00 .....</b>	<b>\$225.00</b>
Two 20 amp circuits and two receptacles or plug points for each circuit		

<b>Special Connections (208 volt &amp; 480 volt power)</b>	<b>Discount</b>	<b>Standard</b>
Unless otherwise indicated in parentheses ( ), all special power connections will be hard-wire connected. To order Three Phase 100 Amp service and higher, please contact MCCA Exhibitor Services for availability.		

<b>208V Single Phase 30 Amp (Nema L21-30P) .....</b>	<b>\$265.00 .....</b>	<b>\$331.00</b>
<b>208V Single Phase 60 Amp .....</b>	<b>\$505.00 .....</b>	<b>\$631.00</b>
<b>208V Single Phase 100 Amp .....</b>	<b>\$775.00 .....</b>	<b>\$969.00</b>
<b>208V Three Phase 30 Amp (Nema L21-30P).....</b>	<b>\$480.00 .....</b>	<b>\$600.00</b>
<b>208V Three Phase 60 Amp.....</b>	<b>\$725.00 .....</b>	<b>\$906.00</b>
<b>208V Three Phase 100 Amp .....</b>	<b>\$1,150.00 .....</b>	<b>\$1,437.00</b>
<b>208V Three Phase 200 Amp.....</b>	<b>\$2,350.00 .....</b>	<b>\$2,937.00</b>
<b>208V Three Phase 400 Amp.....</b>	<b>\$4,150.00 .....</b>	<b>\$5,187.00</b>
<b>480V Three Phase 30 Amp.....</b>	<b>\$750.00 .....</b>	<b>\$937.00</b>
<b>480V Three Phase 60 Amp.....</b>	<b>\$1,300.00 .....</b>	<b>\$1,625.00</b>
<b>480V Three Phase 100 Amp.....</b>	<b>\$2,400.00 .....</b>	<b>\$3,000.00</b>
<b>480V Three Phase 200 Amp.....</b>	<b>\$4,770.00 .....</b>	<b>\$5,962.50</b>

<b>Additional Electrical Services &amp; Equipment</b>	<b>Discount</b>	<b>Standard</b>
<b>30' Round Extension Cords.....</b>	<b>\$30.00 .....</b>	<b>\$37.00</b>
30' round, yellow extension cords for use in exhibit booths. Each cord has three, three-prong receptacles on the end.		

**24 Hour Power .....** **Add 50% to initial connection rate**  
 If booth equipment requires electricity 24hrs a day, then the exhibitor should order 24Hr power.  
 In general, electrical service begins half an hour before the show and ends one hour after the show closes.

**Overhead Power .....Add 100% to initial connection rate**

Overhead power is available upon approval by the MCCA:

- At the JB Hynes Convention Center, overhead 120v electrical service is available in Halls A, B, C and certain areas of Hall D and Auditorium.
- At the Boston Convention & Exhibition Center, overhead 120v electrical is limited due to the ceiling heights. Overhead service is available under the low mechanical roof on the East and West sides of the Halls.
- If an overhead sign, truss, banner or other rigged item requires overhead 120v power, the MCCA can provide this service in any area of the Hynes or BCEC.
- If an overhead sign, truss, banner or other rigged item requires overhead 208v or 480v power, the MCCA can provide this service in limited areas of the Hynes and BCEC. Please contact the MCCA Exhibitor Services team for availability.

**Installation & Distribution - Electrical**

- MCCA Electricians will provide the initial electrical power source.
- Electrical Service is brought from the nearest column or floor port into the booth. The electrical outlets or boxes are placed in the rear of the booth along the pipe & drape line.
- Electrical boxes are left accessible inside floor ports for island booths with no pipe and drape lines and no columns in their booth space.
- For 208V & 480V connections, we require floor plans so that we may provide the electrical service in a convenient location within the booth.
- Exhibitors are responsible for distributing their own 120V electrical cords and plugging in their booth equipment. Exhibitors may choose to:
  - Hire labor from the General Service Contractor;
  - Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work;
  - Bring their own company electrician to perform distribution and hard wire connections as long as he/she is a full-time employee of the exhibiting company.

**Terms & Conditions - Electrical**

- The MCCA is the exclusive provider of electrical service. All electrical equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional electrical labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - Monday-Friday 8am-4pm (except holidays) **\$70.00**
  - All other times, including holidays **\$105.00**
- The use of open clip sockets, duplex or triplex attachment plugs, latex or lamp cord is prohibited. All cords must be of the 3 wire grounded type and UL approved. Cords can be no smaller than 12 wire or 12 gauge. Any exposed non-current carrying metal parts of fixed equipment must be grounded.
- Electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- The MCCA cannot be responsible for voltage variations of the power company.

### **Frequently Asked Questions – Electrical**

#### **If the MCCA doesn't run my electrical cords, and I can't do it myself, who should I send my electrical layout plan to?**

If you have booth floor plans that include electrical layouts, you should share that information with your preferred setup personnel. If you are working with a third-party exhibit company, they may run the cords for you. If you need to hire labor to run cords for you, the show's General Service Contractor can help you. Typically, the General Service Contractor will include an Electrical Cord Labor Form in the Exhibitor Kit. The MCCA is happy to keep any floor plans on file for reference. In fact, we recommend that you forward your electrical layouts to Exhibitor Services for all 208V and 480V connections so that we may place the initial drop in the most convenient location possible.

#### **How do I know if I need a 208V or 480V connection?**

Most exhibitors do not require special connections like a 208V or 480V connection. Many times, these types of electrical services are required for heavy equipment and/or specialized machinery. Kindly consult with the equipment manufacturer, name plate rating or installation technician for specific details. Exhibitors who bring their own distribution panels may need one of these special connections.

#### **How do I know how much power I need to order?**

When determining how much power to order for a booth, it is helpful to know how much total power is required for the equipment in your booth space. Below, we have outlined some standard electrical requirements (requirements may vary).

Standard Laptop.....	250-550 watts
Standard Desktop PC.....	400-700 watts
Standard Plasma TV.....	300-400 watts

Items like laptops, standard booth lights, and televisions may be grouped together on one circuit provided they do not exceed the overall limit of the circuit or the surge protection device. There is some equipment that requires its own circuit to run properly. For example, a microwave or refrigerator requires its own dedicated circuit, so a laptop and refrigerator should not use the same power source.

#### **I am an International Exhibitor and my equipment requires a converter to step down from 220V to 208V. Can I rent a converter from the MCCA?**

The MCCA does not rent or supply power conversion equipment. Exhibitors are required to bring their own to the show.

#### **I can't find 208V or 480V overhead service listed on your online ordering site. How can I order this service?**

208V & 480V overhead services are limited in our convention centers. All requests for such connections must be approved by an MCCA electrician; please contact MCCA Exhibitor Services for more information.

## Cleaning Services

The MCCA offers a variety of cleaning services through our exclusive service contractor, American Building Maintenance (ABM).

<b><u>Cleaning Services (Per sq ft. per day)</u></b>	<b><u>Discount</u></b>	<b><u>Standard</u></b>
<b>Initial Vacuum or Mopping .....</b> Service includes one-time vacuum or mop prior to the first event or show day	<b>\$0.25 .....</b>	<b>\$0.31</b>
<b>Daily Vacuum or Mopping .....</b> Service includes vacuum or mop prior to each event or show day, including the first show day, as well as nightly wastebasket emptying. Note: The MCCA does not provide wastebaskets for exhibitors.	<b>\$0.17 .....</b>	<b>\$0.21</b>
<b>Daily Vacuum or Mopping + Porter Service .....</b> Service includes vacuum or mop prior to each event or show day, including the first show day, as well as wastebasket emptying and booth sweep throughout show hours as needed. Note: The MCCA does not provide wastebaskets for exhibitors.	<b>\$0.40 .....</b>	<b>\$0.50</b>
<b>Shampoo Service.....</b> Shampoo service should be ordered for the night before the first show day to ensure that the carpet has adequate drying time.	<b>\$0.35 .....</b>	<b>\$0.44</b>

### **Terms & Conditions - Cleaning**

The MCCA, through its cleaning contractor American Building Maintenance (ABM), is the exclusive provider of all cleaning services.

### **Frequently Asked Questions – Cleaning**

#### **Will my booth be automatically vacuumed or mopped prior to the first show day?**

Exhibitor booths will not be vacuumed or mopped unless the service is ordered through the MCCA prior to the show opening.

#### **Do I need to order both the Initial Vacuum and the Daily Vacuum if I want my booth to be vacuumed everyday including the first show day?**

No, it is only necessary to order one vacuuming/mopping service. Daily Vacuum/Mop *includes* the initial, first day service. The Daily + Porter Service also includes the initial, first day service. Shampoo service, on the other hand, may be ordered alone or partnered with any other cleaning service.



**Why is the rate on your website different from the rate listed above?**

The service rates are the same on both the form and the online order page; they are just presented differently. The form shows the daily unit price for the service, while the online page shows the total price for the duration of the show.

**If I order cleaning service, when can I expect my carpet to be cleaned?**

If the show you are attending opens in the morning, all of the cleaning usually occurs the night before the show opening. If the show opens in the afternoon, all of the cleaning usually occurs in the morning before show opening. Our cleaning staff will not remove visqueen (the plastic covering) from your carpet; exhibitors are responsible for removing their own visqueen.

## Telephone Services

The MCCA offers a variety of telephone services through our experienced in-house team of telephone technicians.

<b>Standard Telephone Services</b>	<b>Discount</b>	<b>Standard</b>
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<b>Single-Line Service (Analog)</b> .....	<b>\$270.00</b> .....	<b>\$338.00</b>
Service includes one phone number and a complimentary simple handset. Line usage included.		

<b>Multi-Line Service (Digital)</b> .....	<b>\$405.00</b> .....	<b>\$506.00</b>
Service includes one phone number with multiple line appearances and rental of one digital display phone. Equipment <u>must</u> be returned at the close of the show. Line usage included.		

<b>Speaker Phone Service (Analog)</b> .....	<b>\$310.00</b> .....	<b>\$387.50</b>
Service includes one phone number and rental of one speaker phone. Equipment <u>must</u> be returned at the close of the show. Line usage included.		

<b>Polycom Speaker Phone Service (Analog)</b> .....	<b>\$360.00</b> .....	<b>\$450.00</b>
Service includes one phone number and rental of one polycom speaker phone. Equipment <u>must</u> be returned at the close of the show. Line usage included.		

<b>Fax Machine Phone Service (Analog)</b> .....	<b>\$410.00</b> .....	<b>\$512.50</b>
Service includes one phone line and rental of a plain paper fax machine equipped with copy capabilities. Line usage included.		

<b>Additional Telephone Services &amp; Equipment</b>	<b>Discount</b>	<b>Standard</b>
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<b>Call Waiting (per phone line)</b> .....	<b>\$50.00</b> .....	<b>\$62.50</b>
Allows user to know when another call is coming in.		

<b>Voice Mail (per phone line)</b> .....	<b>\$50.00</b> .....	<b>\$62.50</b>
Allows user to setup a custom greeting and receive messages from incoming callers.		

<b>ISDN/BRI Service</b> .....	<b>\$300.00</b> .....	<b>\$375.00</b>
ISDN lines support video and CODEC applications. ISDN lines can be arranged by contacting Exhibitor Services two weeks prior to show. Exhibitors can select one of two long distance carriers: AT&T or MCI. Line usage will be billed per the selected carrier's rate after the close of the show.		

<b>Polycom Videoconference Rental w/IP Connect Service</b> .....	<b>\$1,100.00</b> .....	<b>\$1,600.00</b>
This service is used to connect from the MCCA's facility to an external/remote site with like IP video conferencing capabilities. Service includes IP connectivity for video conferencing. The distant video equipment must be IP compatible.		

**Polycom Videoconference Rental w/ISDN .....\$2,000.00 .....\$2,500.00**

This service is used to connect from the MCCA's facility to an external/remote site with like ISDN video conferencing capabilities. This service includes three 128k ISDN lines. Line usage will be billed per the selected carrier's rate after the close of the show.

**Installation & Connections - Telephone**

- Telephone Service is brought from the nearest column or floor port into the booth.
- MCCA phone technicians typically provide a line that is long enough to run anywhere in your booth. Exhibitors may have their preferred setup personnel run their phone cord(s) under the carpet to desired locations, or they may hire the general service contractor to do so.
- All telephone equipment can be picked up at the MCCA Exhibitor Services Desk.

**Terms & Conditions - Telephone**

- The MCCA is the exclusive provider of all telephone services. All telephone equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All MCCA telephone equipment (except simple analog handset) must be returned to the MCCA Exhibitor Service Desk at the close of the show. Failure to return MCCA phones will result in a replacement fee.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional telephone labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - Monday-Friday 8am-4pm (except holidays) **\$80.00**
  - All other times, including holidays **\$120.00**

**Frequently Asked Questions – Telephone****How do I know if I need a single-line or a multi-line service?**

Single-line phones are just like most household phones. They can be used for fax lines, credit card machines, standard telephones, and even to dial-up internet service (although we do not recommend this method of internet connectivity).

**I have a wired credit card machine. Do I need to program anything specific for the machine to work on your single-line service?**

Yes. Please preprogram your machine to dial "9" before your credit card company's number.

**How do I receive my phone number, dialing instructions, and phone/fax equipment?**

Please visit the MCCA Exhibitor Services desk onsite to pick up your equipment. At this time you will receive assigned phone numbers and dialing instructions. This information can also be provided ahead of time if requested through MCCA Exhibitor Services.

**How can I place international calls on my phone line?**

If you wish to place international calls on your phone line, please contact MCCA Exhibitor Services prior to move-in to submit this request. Otherwise, all phones will be limited to local and US numbers.

## Internet & Technical Services

The MCCA offers a wide variety of Internet and technical services through our experienced in-house team of technicians.

### Wired Internet Connections

Exhibitors who order wired internet drops are provided with one internet connection and assistance, as needed, from our Internet Help Desk staff. All MCCA Internet services include one initial line regardless of how many IPs come with the service. To have more than one computer connected at one time, exhibitors may bring their own switch or hub device and cables, or they may rent a switch from the MCCA.

<u>Automatic Configuration</u>	<u>Discount</u>	<u>Standard</u>
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Automatically configured lines are designed to “plug & play.”

<b>200 Kbs Shared Service.....</b>	<b>\$815.00</b>	<b>.....\$1,019.00</b>
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This is a shared service with two (2) private IP addresses. Other exhibitors who have ordered the 200 Kbs will share the same network. We recommend this service for a casual user looking to showcase a simple product webpage or browse the internet.

<u>Manual Configuration</u>	<u>Discount</u>	<u>Standard</u>
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Manually configured services require some data entry of IP addresses into the computer before the computer may access the internet.

<b>300 Kbs Managed Service.....</b>	<b>\$1,175.00</b>	<b>.....\$1,468.75</b>
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The 300 Kbs comes with 1 public IP address for use on one computer with the option to purchase additional IPs for additional computers. We do not recommend adding more than 4 additional IPs to the 300 Kbs. If exhibitors require more than 5 computers, we recommend upgrading to the next wired service.

<b>500 Kbs Managed Service.....</b>	<b>\$1,875.00</b>	<b>.....\$2,344.00</b>
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The 500 Kbs has more bandwidth than the 300 Kbs and includes 11 public IP addresses, a private VLAN, and subnet.

<b>750 Kbs Managed Service .....</b>	<b>\$2,500.00</b>	<b>.....\$3,125.00</b>
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The 750 Kbs has more bandwidth than the 500 Kbs and includes 18 public IP addresses, a private VLAN and subnet.

<b>1.54 Mbps Managed Service .....</b>	<b>\$5,565.00</b>	<b>.....\$6,956.00</b>
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The 1.54 Mbps service is equivalent in bandwidth to a T-1 line, or a DS1 line. This service includes 27 public IP addresses, a private VLAN and subnet. The 1.54 Mbps can carry both voice and data traffic.

<b>5 Mbps Managed Service.....</b>	<b>\$10,000.00</b>	<b>.....\$12,500.00</b>
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The 5 Mbps has more bandwidth than the 1.54 Mbps service and includes 250 public IP addresses, a private VLAN and subnet.



<b>Additional Internet Services &amp; Equipment</b>	<b>Discount</b>	<b>Standard</b>
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**Additional Public IP Address .....**\$125.00 .....\$156.25

This service is available only with our managed services. It allows for any additional device to be networked into that same wired service using a switch and cables. The MCCA does not supply additional cables with this service.

**Copper Patch / Booth to Booth Connection .....**\$320.00 .....\$400.00

Copper Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Copper patches can transmit data, audio, and video.

**Fiber Patch / Booth to Booth Connection.....**\$470.00 .....\$587.50

Fiber Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Fiber patches can transmit data, audio, and video.

**Extend Outside T1 or T3 Service .....**\$1,000.00 .....\$1,200.00

With this service, the MCCA will extend an outside T1 or T3 service from our demarcation point to the Exhibitor booth. Exhibitor is responsible for making all arrangements from the outside service provider (e.g., Verizon, AT&T, etc.).

**Switch - 8 Port.....**\$80.00 .....\$100.00

This switch can connect up to 8 computers or devices together, giving all access to the internet service ordered.

**Switch - 24 Port.....**\$120.00 .....\$150.00

This switch can connect up to 24 computers or devices together, giving all access to the internet service ordered.

**25' CAT 5e Cable .....**\$40.00 .....\$50.00

**50' CAT 5e Cable .....**\$55.00 .....\$68.75

**100' CAT 5e Cable .....**\$90.00 .....\$112.50

<b>Technical Services</b>	<b>Discount</b>	<b>Standard</b>
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**Cable TV Service .....**\$225.00 .....\$281.25

Cable TV service is basic business cable service provided by Comcast Cable. Service is provided to booths from floor boxes or columns.

**CATV Tuner Rental.....**\$50.00 .....\$60.00

For TVs that are not cable-ready (including some plasmas), the CATV tuner interprets the signal and allows you to tune the signal. It functions similar to your cable box at home. Equipment must be returned at the close of the event, otherwise a replacement fee will be charged.

**CATV Tap Box Rental.....**\$200.00 .....\$250.00

A distribution box which allows up to 16 CATV feeds from a single cable tap. Equipment must be returned at the close of the event, otherwise a replacement fee will be charged.

### **Broadcast Video Service via TV-1 .....\$2,000.00 .....\$2,500.00**

TV-1 provides a one-way transport of a single video signal and up to four associated 15 kHz audio signals. The service eliminates the need for broadcasters to send a microwave or satellite uplink truck to the news or event location.

For advanced Technical Service offerings, consult the online ordering site or contact MCCA Exhibitor Services.

### **Installation & Connection – Internet & Technical**

- MCCA technicians will provide one initial network cable.
- Internet Service is brought from the nearest column or floor port into the booth.
- All MCCA internet services come with one initial line regardless of how many IPs come with the service. To have more than one computer connected at one time, exhibitors may bring their own routing device and cables or may rent a switch and purchase cables from the MCCA.
- Exhibitors are required to distribute their own internet cables.
- Exhibitors may choose to:
  - Hire labor from the General Service Contractor or ;
  - Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work.

### **Terms & Conditions – Internet & Technical**

- The MCCA is the exclusive provider of internet services.
- All MCCA switch rentals must be returned to the MCCA Exhibitor Service Desk at the close of the show. Failure to return MCCA switches will result in a replacement fee.
- All services listed include labor to install and remove said service. Services do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional internet labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - Tech Rep Monday-Friday 8am-4pm (except holidays) **\$100.00**
  - Tech Rep All other times, including holidays **\$150.00**
  - Network Engineer Monday-Friday 8am-4pm (except holidays) **\$130.00**
  - Network Engineer All other times, including holidays **\$195.00**
- The MCCA will provide an Ethernet connection to a shared data network attachment for the use of Exhibitor's directors, officers, employees and guests during the official dates of specified show.
- Exhibitor will be responsible for providing all hardware, software and other equipment and facilities needed to connect to the Ethernet and to use network attachment.
- The network attachment provided by the MCCA may be used only by the Exhibitor's directors, officers, employees and guest, agents, or consultants. The MCCA network will facilitate communications between the company's authorized users and entities reachable through the national internet.

- The Exhibitor will promote efficient use of provided networks to minimize and avoid unnecessary network traffic and interference with the work of other users on interconnected networks.
- Users of MCCA networks shall not disrupt any of the MCCA networks or any other MCCA associated networks.
- MCCA networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would be highly offensive to the recipient of recipients thereof. Mass distribution of any message, including advertising, may not be broadcast or otherwise sent on an intrusive basis to any user of the MCCA network or any directly or indirectly attached network. When requested by a user of the networks, product information and other commercial messages are permitted to be transmitted. Discussion of a product's relative advantages and disadvantages by users of the product and vendors' response to those who pose questions about their products may be made available over the MCCA networks. Interpretation application and possible modification shall be within the sole discretion of MCCA.
- **MCCA does not make any express or implied warranty of any kind specifically. There is no express or implied warranty of merchantability or fitness for a particular purpose for the services to be provided.** The protocol used on the MCCA network call for end to end verification of the accuracy of any message and such verification is the sole responsibility of the purchasing company. Similarly, these protocols provide for end to end verification of the receipt of all the data that is transmitted. MCCA will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of the MCCA, or other losses or damages. Use of information obtained via the services provided hereunder is at purchasing company's own risk. Exhibitor is responsible for (a) the accuracy and/or quality of the information obtained or data transmitted through the MCCA network and (b) assuring that each message purchasing company sends or receives has been received.
- MCCA shall not be liable to Exhibitor for any damage arising from any event that is out of the control of the MCCA. Neither shall the MCCA be liable to Exhibitor for indirect, special, incidental, exemplary, consequential or any other form of money damage, including, but not limited to, lost profits, or of the loss of data or information of any kind, however caused, and arising out of or in connection with the performance of MCCA, or the provision of services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not MCCA has been made aware of the possibility of such damages.
- In no event shall liability exceed a refund of amounts actually paid to MCCA by Exhibitor for this network attachment.
- The network attachment shall be made available to Exhibitor by MCCA before the beginning through the end of the specified conference.
- The MCCA will provide a network attachment via an Ethernet connection at the Exhibitor's booth. At its own expense, the Exhibitor is responsible for providing the computer, attachment to Ethernet, electric power and all other hardware and software required to use the network attachment.

### **Frequently Asked Questions – Internet & Technical**

#### **Do you have wireless internet?**

The MCCA offers free wireless internet service throughout meeting rooms, lobbies, and expo halls; just open your internet browser and look for the BCEC or Hynes Wireless Network. This service is designed for casual users and not guaranteed. If you are relying on the internet to showcase your product or services we strongly recommend a wired internet connection for guaranteed service.

#### **I see that you don't offer hubs for sale. What is the difference between a hub and a switch? Can I bring my own hub or switch?**

The MCCA offers switch devices for sale instead of hubs because switches are known to provide better performance with a lower failure rate. Exhibitors are welcome to provide their own hub or switch for all internet services.

#### **What is bandwidth and how do I know how much I need?**

Bandwidth is the “size of the pipe” that data can traverse. The bigger the bandwidth, the faster data can be transferred. So, the 500 Kbs has more bandwidth than a 300 Kbs. To find out how much bandwidth you require, please consult with a technical representative in your company or look for program specifications listed with any demonstrations or downloads you plan to run.

#### **I need to access my company's network while I'm exhibiting at your facility. Which service will allow me to do this?**

Exhibitors who need to connect remotely to their company's network using a VPN (Virtual Private Network) with authentication information like passwords, certificates, or “tokens” should choose a 300 Kbs service or higher. While the 200 Kbs does allow exhibitors to use a VPN, some VPN clients have experienced difficulty connecting because the 200Kbs service uses NAT (Network Address Translation). NAT is a process by which the MCCA can provide thousands of IP addresses to clients while only using a few “real” internet routable addresses.

#### **What is a VLAN?**

A VLAN (Virtual Local Area Network) allows a network of computers to behave as if they are connected to the same service even though they may actually be physically located in different areas around the facility. One of the biggest advantages of a VLAN is that when a computer is physically moved to a different location, it can stay on the same VLAN without any hardware reconfiguration.

#### **I ordered a switch and cables, how and when do I get them?**

When you are ready for your switch and internet cables, please visit the MCCA Exhibitor Services Desk.

## Rigging Services

The MCCA provides rigging and overhead lighting services through our service contractor, JCALPRO.

### Planning Ahead for Rigging & Lighting Services

Diagrams and booth layouts are essential for planning rigging and lighting services. In order to ensure efficient delivery of required services, Exhibitors must submit rigging plots, drawing, blueprints, or engineers' certification with their orders to the MCCA Exhibitor Service Department. Diagrams must include the location, dimensions and weight, and the height from the floor to the top of the suspended item. Diagrams must also show booth outline with aisles or neighboring booths marked for reference and orientation.

### **Package Rigging Solutions** **Discount** **Standard**

The MCCA offers package rigging solutions for Exhibitors with basic and straight forward sign hanging needs. To qualify for the packages, Exhibitors must be flexible with regards to days and times of load-in and take-down.

#### **Basic Rigging Package .....\$1,550.00 .....\$1,684.00**

This package includes all lifts, labor, and rigging equipment (cables, pipes, and hardware) necessary to install and take down one sign/banner weighing less than 150lbs and measuring less than 20' in length or diameter. The package service is provided during standard service hours, Monday-Saturday 7am – 12am, except holidays. If service is required outside these times, then a Team Labor Hour must be ordered in addition to the package.

#### **Electrical Rigging Package .....\$1,794.00 .....\$1,988.00**

This package includes the Basic Rigging Package plus labor to connect electrical service to an Exhibitor sign/banner. Overhead electrical service for rotator, motor or lighted sign must be ordered separately. Please see Electrical services section for details.

#### **Team Labor Hour .....\$244.00 .....\$304.00**

Exhibitors may request rigging service on Sundays, holidays or outside the package service hours (Monday-Saturday 7am – 12am). In this case, a Team Labor Hour must be ordered for each rigging package ordered. In addition, when receiving a custom quote for rigging and lighting, team labor hours will be quoted for all labor hours required that are not covered by the Rigging Packages such as building of truss, focusing and attachment of lights, and lighting maintenance.

### **Custom Rigging & Lighting Solutions**

The MCCA/JCALPRO also offers customized rigging and lighting solutions for Exhibitors with more complex or unique requirements. This option is best suited for Exhibitors with larger signs, multiple signs, and/or overhead lighting needs.

Custom Rigging and Lighting Solutions still require flexibility in load in and load out time. If you require a specific load in or load out day and/or time, hourly rates may apply (see Terms and Conditions – Rigging below).

Custom Rigging & Lighting solutions may only be ordered with a pre-arranged quote. Please contact JCALPRO at 1-617-954-2345 to initiate this process. Quotes will be issued in an easy-to-order format, and will typically include a base Rigging Package for labor charges and some combination of the following items as necessary.



Custom Rigging Solutions	Discount	Standard
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### Truss

A truss is an aluminum structure used to create a lower “ceiling” to hang lighting or other suspended items. It is available in 5’, 8’, or 10’ sections which can be attached to create desired lengths or height.

Truss 5’ Section – Silver 12”x12” Box.....	\$25.00 .....	\$30.00
Truss 8’ Section – Silver 12”x12” Box.....	\$40.00 .....	\$48.00
Truss 10’ Section – Silver 12”x12” Box.....	\$50.00 .....	\$60.00
Truss 5’ Section – Black 12”x12” Box .....	\$35.00 .....	\$42.00
Truss 8’ Section – Black 12”x12” Box .....	\$56.00 .....	\$67.00
Truss 10’ Section – Black 12”x12” Box .....	\$70.00 .....	\$84.00
Truss 5’ Section – Silver 20.5”x20.5” Box .....	\$45.00 .....	\$54.00
Truss 8’ Section – Silver 20.5”x20.5” Box .....	\$72.00 .....	\$86.00
Truss 10’ Section – Silver 20.5”x20.5” Box .....	\$90.00 .....	\$108.00

### Corner Block

A corner block is an aluminum piece that attaches to truss to create a right angle.

Corner Block – Silver 12”x12” Box .....	\$50.00 .....	\$60.00
Corner Block – Black 12”x12” Box .....	\$65.00 .....	\$78.00
Corner Block – Silver 20.5”x20.5” Box .....	\$70.00 .....	\$84.00

Base Plate .....	\$35.00 .....	\$42.00
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A base plate is used as a stand for ground supported truss or poles.

Rotator.....	\$150.00 .....	\$180.00
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A rotator is a motor used to rotate a hanging sign.

Motor .....	\$150.00 .....	\$180.00
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A motor is a motorized pulley that is rigged to the ceiling and attached to truss to achieve a desired height. Motors are also used to safely suspend heavier items that cannot be supported by cables alone. Motors are available in ¼ ton, ½ ton, and 1 ton capacities.

Cheeseboro .....	\$6.00 .....	\$7.00
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A cheeseboro is a clamp used to attach two pieces of truss or pipe together.

Grapple.....	\$12.00 .....	\$14.00
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A grapple is a connector that allows you to make a 90 degree connection between trusses.

Lighting Fixtures	Discount	Standard
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A variety of lighting options are available to brighten exhibit space. While lights cannot be attached directly to our ceiling, lighting can be suspended above exhibit space by utilizing truss and motors.

**Source 4 Par (575 watt, 750 watt) .....\$35.00 .....\$42.00**

This fixture is best used to create a wash effect or cover a larger area with light. It is available in 575 watt or 750 watt. Lenses are available in Very Narrow (VNSP), Narrow (NSP), Medium (MFL), Wide (WFL).

**Source 4 Leko (575, 750 watt) .....\$45.00 .....\$54.00**

This fixture is best used to create a spot light or to highlight specific spaces or objects. It is available in 575 watt or 750 watt. Lenses come in 19, 26, 36, 50 degrees to achieve the desired illumination from the light.

**Par 64 (1000 watt).....\$30.00 .....\$36.00**

The Par 64 will deliver similar results as the S4 Par, but there are no options for additional lenses. They are available in 1,000 watts.

### **Custom Lighting Solutions** **Discount** **Standard**

Lighting kits include a combination of Lekos, Source 4 Pars and Par 64s based on layout and design requirements. Price includes fixtures, fixture accessories and all necessary cables. Dimmer/control and labor are not included and must be ordered separately. Special Orders for larger kits are available upon request.

**Small Lighting Kit (4-6 lights).....\$185.00 .....\$212.00**

**Medium Lighting Kit (7-11 lights) .....\$325.00 .....\$390.00**

**Large Lighting Kit (12-15 lights) .....\$450.00 .....\$540.00**

**X-Large Lighting Kit (16-20 lights) .....\$550.00 .....\$660.00**

### **Dimmer Racks & Lighting Controls** **Discount** **Standard**

These items are optional with individual fixtures or small lighting kits, but mandatory with larger lighting kits. The dimmer rack is a large “outlet” that all lights plug into to create a central control location. A dimmer rack, depending upon size, can be placed in a booth or attached to the truss and kept in the air. The lighting console/control plugs into the dimmer rack to dim or control individual lights, groups of lights, or all lights at once. Electrical service is not included and must be ordered separately.

**Dimmer Control 1.2 x 4.....\$80.00 .....\$96.00**

**Dimmer Control 2.4 x 12.....\$150.00 .....\$180.00**

**Dimmer Control 2.4 x 24.....\$320.00 .....\$384.00**

### **Terms & Conditions - Rigging**

- **Hynes Rigging:** JCALPRO is the exclusive rigging vendor at the Hynes Convention Center if a sign requires a motor, electrical rigging, and/or truss, otherwise, the exhibitor may hire the general service contractor to hang signage.
- **BCEC Rigging:** JCALPRO is the exclusive rigging vendor at the Boston Convention & Exhibition Center (BCEC). If an exhibitor is exhibiting at the BCEC and requires rigging services for the booth, JCALPRO is the only vendor authorized to hang signs, banners, or lighting in the booth space.

- If an Exhibitor requires specific load-in/load-out dates and/or times, then a base rigging package may not be applicable. In this case, a special quote for required crew and lift equipment will be prepared using the following hourly labor and weekly lift rental rates:

Hourly Labor Items	Mon-Sat 7am-12am (except holidays)	Sundays 7am-5pm and holidays	Sundays after 5pm, all days 12am-7am
Crew Chief	\$95.00	\$142.50	\$190.00
Head Rigger	\$95.00	\$142.50	\$190.00
Rigger	\$82.00	\$123.00	\$164.00
Dept Head	\$72.00	\$108.00	\$144.00
Stagehand	\$64.00	\$96.00	\$128.00

Weekly Lift Rental Items	Rate
24' - 32' Scissor Lift	\$550.00
40' - 45' Boom Lift	\$950.00
60' Boom Lift	\$1,550.00

- All rigging must conform to the rules, regulations, and facility limitations of the MCCA and any show management regulations.
- All equipment, signs, products, etc. must be designed to suspend safely. Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. Any equipment, signs, products etc. deemed to be unsafe for overhead suspension by MCCA/JCALPRO will be substituted or denied.
- The use of *any* type of tape/adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces is not permitted.
- All assembly of equipment, signs, products necessary prior to hanging, etc., will be the responsibility of the Exhibitor.
- Failure by Exhibitor to submit accurate diagrams prior to load-in will delay set-up and could incur additional cost.

## **Frequently Asked Questions – Rigging**

### **How do I know if I qualify for the Basic Rigging Package Rate?**

Find out the dimensions and weight of your sign. If your sign weighs less than 150 pounds and is less than 20' in length or diameter and does not require electrical rigging, truss, or motors, you will qualify for the Basic Rigging Package. If your sign is motorized or needs electrical rigging (for example a rotating sign or a sign with lights), you qualify for the Electrical Rigging Package.

### **Can I order lighting to be suspended from the ceiling?**

If you would like to order lights to brighten up your booth or illuminate specific objects, you will need to get a quote from JCALPRO. In most cases, lights cannot be attached to our ceilings. Instead we can provide you with truss, using motors, to create a lower “ceiling” and then hang lights from that truss. We will require a diagram showing your booth layout and exactly what you want illuminated in order to put together a quote.

### **Do I ship my sign to you to put it together?**

No. Although JCALPRO provides labor to hang the sign, the General Service Contractor (GSC) handles all shipments. You may build your sign or hire the GSC to put it together for you. When the sign has arrived at the building and has been assembled, we will hang it for you. Be sure to keep this in mind when making your time and day requests for sign hanging.

### **Can I request load in and load out times?**

Yes, the Rigging Order Form has a space for you to indicate your preferred up and down times. Please note that your preferred timing is not guaranteed; however, we do try our best to cater to your requests. If you absolutely need a specific install or take down time, additional charges will apply. If you do not provide a diagram or layout prior to load-in, then you may experience set-up delays and additional cost.

### **What type of diagrams should I send?**

The most useful diagrams are on a proportioned grid to show the dimensions of the booth, the exact desired placement of hanging items, and orientation of the booths around yours. As a general rule, pictures from previous shows and pictures of the sign only are not as helpful as current diagrams of the entire booth space with the placement, height, and weight of the sign(s) or hanging item(s).

## Plumbing Services

The MCCA offers a variety of plumbing services through our experienced in-house team of plumbers.

Water and Drain Services	Discount	Standard
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<b>Water - Individual Connection.....</b>	<b>\$275.00</b>	<b>.....\$344.00</b>
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Water service is available at approximately 75 PSI with up to ¾" supply line. Water flows at five gallons per minute.

<b>Additional Water Connections.....</b>	<b>\$175.00</b>	<b>.....\$219.00</b>
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Exhibitors requiring more than an individual water connection should order each additional connection as needed.

<b>Drain – Individual Connection.....</b>	<b>\$275.00</b>	<b>.....\$344.00</b>
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The MCCA can provide waste drain connections up to ¾" line size.

<b>Additional Drain Connections.....</b>	<b>\$150.00</b>	<b>.....\$188.00</b>
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Exhibitors requiring more than an individual drain connection should order each additional connection as needed.

<b>Fill and Drain 0-100 Gallons .....</b>	<b>\$150.00</b>	<b>.....\$187.50</b>
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Exhibitors that need equipment to be filled with water at the beginning of a show and emptied at the end of a show should order a Fill and Drain service. Please visit the MCCA Exhibitor Services desk when equipment is ready to be filled.

<b>Each Additional 500 Gallons .....</b>	<b>\$80.00</b>	<b>.....\$100.00</b>
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Sink Rentals	Discount	Standard
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<b>Cold Water Sink Rental.....</b>	<b>\$600.00</b>	<b>.....\$750.00</b>
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Cold water sink rental includes a single-tub basin (20"L x 24"W x 34"H), one water connection, and one drain connection. Legs allow the units to sit 34" above the floor.

<b>Small Hot &amp; Cold Water Sink Rental .....</b>	<b>\$800.00</b>	<b>.....\$1,000.00</b>
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Small Hot & Cold water sink rental includes a single-tub basin (20"L x 24"W x 34"H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection.

<b>Large Hot &amp; Cold Water Sink Rental.....</b>	<b>\$1,000.00</b>	<b>.....\$1,250.00</b>
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Large Hot & Cold water sink rental includes a 3-tub basin (57"L x 24.5"W x 43"H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection. This service is available in specific areas of the exhibition hall. Please contact MCCA Exhibitor Services for more information.



**Compressed Air and Gases****Discount      Standard**

**Compressed Air – Individual Connection .....\$325.00 .....\$406.00**

Compressed Air is delivered at approximately 110 psi and a dew point of 35 degrees F (medical instrument quality).

**Additional Connection .....\$180.00 .....\$225.00**

Exhibitors who require more than an individual connection should order additional connections as needed.

**Other Compressed Gases**

The MCCA provides a variety of bottled gases. The most commonly ordered gases are listed below. If other gases not listed are required, the exhibitor should contact MCCA Exhibitor Services. Flammable gases are not permitted in MCCA facilities.

**20 Lbs Dry or Liquid CO<sub>2</sub> .....\$154.00 .....\$184.50**

**50 Lbs Dry or Liquid CO<sub>2</sub> .....\$167.00 .....\$200.50**

**Dry Nitrogen 300 ft<sup>3</sup> .....\$206.00 .....\$247.75**

**Installation & Connections - Plumbing**

- Plumbing Service is brought from the nearest column or floor port into the booth.
- Air and Water connections are available in limited locations on the exhibit floor. Connection sizes and booth locations all factor into planning to supply air and water to exhibitors. Please provide a floor plan of the exhibit space indicating locations that require air or water service as well as connection requirements well in advance of exhibitor move-in.

**Terms & Conditions - Plumbing**

- The MCCA is the exclusive provider of all plumbing services. All plumbing equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA Personnel.
- Exhibitors are not permitted to fill or drain their own equipment, use individual air compressors, or bring their own compressed gases from an outside vendor.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional plumbing labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - Monday-Friday 8am-4pm (except holidays) **\$70.00**
  - All other times, including holidays **\$105.00**

## **Frequently Asked Questions – Plumbing**

### **Do all water connections need a drain?**

While most water connections do require a drain service, there are some cases where the drain is unnecessary. When the water provided is being consumed or evaporated, a drain is not needed. For example, exhibitors using water service for a coffee machine do not need to order a drain because the water is being consumed.

### **Will you provide the fittings and hoses for my water and drain connections?**

To ensure that your booth's equipment runs properly we ask that you supply your own regulators, filters, and hoses.

### **When would I need to order a Fill and Drain Service?**

Some of the most common reasons exhibitors order fill and drain are for items like fish tanks, pools, tubs for display, or running water displays. We use large hoses to fill vessels requiring water and then use existing drains in the floor to remove the water at the end of the show. Exhibitors are not permitted to bring their own water or use MCCA sinks to fill their own equipment.

### **My booth requires a sprinkler system. What plumbing service should I order?**

If your booth requires a sprinkler system, you will need to order an individual water connection specifically for this purpose.

### **My exhibitor kit says I need to order a hand washing unit because I am planning to prepare food in my booth. Do you provide these units?**

Levy Restaurants, our exclusive in-house catering company, can provide a hand washing unit that includes a small hand washing sink, paper towels, soap, and a discard bucket. Please consult your exhibitor kit for Levy Restaurants information or contact them directly at BCEC (617-954-2382) or Hynes (617-954-2284).

### **Do you allow Exhibitors to bring Helium balloons into your buildings?**

No, unfortunately we do not allow exhibitors to bring helium balloons into the buildings.

## Security Services

The MCCA is the “preferred” provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event’s preferred provider as detailed in your exhibitor kit.

<b><u>Security Guard (Booth)</u></b>	<b><u>Discount</u></b>	<b><u>Standard</u></b>
<b>Per Hour per Officer .....</b>	<b>\$18.00 .....</b>	<b>\$20.00</b>

The MCCA offers uniformed public safety officers to cover shows and events. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out, around the clock. Orders must be placed at least 48 hours in advance of the requested service date.

### **Frequently Asked Questions – Security**

#### **When do you recommend ordering security for an exhibitor booth?**

Our public safety department strongly suggests ordering security for booths planning to have VIP celebrity appearances, book signings etc., to monitor crowd control and escort as needed. Also, exhibitors with expensive or rare equipment in their booths may consider security for the overnight hours between show end and the next day’s show start.

#### **Is there general overnight security in the exhibit hall?**

The MCCA provides 24 hour security coverage for the facility; however, security coverage for the exhibit hall is determined by the show organizer and may vary from event to event.

## **Appendix A – Service Order Forms**

The following MCCA order forms may not be reproduced without express written consent from the MCCA.

### Index

- Request for Exhibitor Electrical Services
- Request for Exhibitor Cleaning Services
- Request for Exhibitor Telephone, Internet & Technical Services
- Request for Exhibitor Rigging & Lighting Services
- Request for Exhibitor Plumbing Services
- Request for Exhibitor Security Services



Massachusetts Convention Center Authority  
**Exhibitor Order Form - Electrical Services**

Effective October 1, 2010

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at [www.massconvention.com/exhibitorguide](http://www.massconvention.com/exhibitorguide).

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: \_\_\_\_\_

EVENT OR SHOW DATE(S): \_\_\_\_\_

EXHIBITING FIRM: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_ @ \_\_\_\_\_

ORDERED BY/TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

SHOW SITE CONTACT: \_\_\_\_\_ CONTACT PHONE: (\_\_\_\_) \_\_\_\_\_

BOOTH NO. (s)

**STANDARD ELECTRICAL CONNECTIONS: 120 VOLT**

DESCRIPTION	REGULAR SERVICE			ADDITIONAL SERVICES AVAILABLE AS ADD-ONS						TOTAL DUE
	QTY	DISCOUNT RATE	STANDARD RATE	QTY	24-HOUR SERVICE	QTY	OVERHEAD SERVICE*	QTY	COMBINED 24-HOUR & OVERHEAD	
500 Watt Box (5 amps)		\$95.00	\$119.00		+50% rate		+100% rate		+150% rate	
1000 Watt Box (10 amps)		\$125.00	\$156.00		+50% rate		+100% rate		+150% rate	
2000 Watt Box (20 amps)		\$155.00	\$194.00		+50% rate		+100% rate		+150% rate	
4000 Watt Box (20 amps x 2)		\$180.00	\$225.00		+50% rate		+100% rate		+150% rate	

**SPECIAL ELECTRICAL CONNECTIONS: 208 VOLT & 480 VOLT**

DESCRIPTION	REGULAR SERVICE			ADDITIONAL SERVICES AVAILABLE AS ADD-ONS						TOTAL DUE
	QTY	DISCOUNT RATE	STANDARD RATE	QTY	24-HOUR SERVICE	QTY	OVERHEAD SERVICE*	QTY	COMBINED 24-HOUR & OVERHEAD	
208V Single Phase 30 Amp		\$265.00	\$331.00		+50% rate		+100% rate		+150% rate	
208V Single Phase 60 Amp		\$505.00	\$631.00		+50% rate		+100% rate		+150% rate	
208V Single Phase 100 Amp		\$775.00	\$969.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 30 Amp		\$480.00	\$600.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 60 Amp		\$725.00	\$906.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 100 Amp		\$1,150.00	\$1,437.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 200 Amp		\$2,350.00	\$2,937.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 400 Amp		\$4,150.00	\$5,187.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 30 Amp		\$750.00	\$937.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 60 Amp		\$1,300.00	\$1,625.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 100 Amp		\$2,400.00	\$3,000.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 200 Amp		\$4,770.00	\$5,962.50		+50% rate		+100% rate		+150% rate	
30' Round Extension Cord		\$30.00	\$37.00							

**TOTAL DUE \$ \_\_\_\_\_**

To pay with a MasterCard, Visa or American Express, you may order online at [www.massconvention.com](http://www.massconvention.com).

To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER  
MASSACHUSETTS CONVENTION CENTER AUTHORITY  
415 SUMMER STREET  
BOSTON, MASSACHUSETTS 02210

617-954-2230 • [exhibitorservices@massconvention.com](mailto:exhibitorservices@massconvention.com)

Tax ID#: 042768982

FOR MCCA USE ONLY

DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:
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# Massachusetts Convention Center Authority

## Exhibitor Order Form - Cleaning Services

Effective October 1, 2010

**By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at [www.massconvention.com/exhibitorguide](http://www.massconvention.com/exhibitorguide).**

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: \_\_\_\_\_

EVENT OR SHOW DATE(S): \_\_\_\_\_

EXHIBITING FIRM: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_ @ \_\_\_\_\_

ORDERED BY/TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

SHOW SITE CONTACT: \_\_\_\_\_ CONTACT PHONE: (\_\_\_\_) \_\_\_\_\_

BOOTH NO. (s)

BASIC CLEANING SERVICES				DISCOUNT RATE (PER SQ FT PER DAY)	STANDARD RATE (PER SQ FT PER DAY)	
1. INITIAL VACUUM OR MOPPING (Before first event day only)				\$0.25	\$0.31	
2. DAILY VACUUM OR MOPPING (For all event days <u>including</u> the first day)				\$0.17	\$0.21	
3. DAILY VACUUM OR MOPPING PLUS PORTER SERVICE (For all event days, includes periodic wastebasket pick up & sweep of booth during event hours)				\$0.40	\$0.50	
SERVICE (CHECK ONE ONLY)	TYPE (CHECK ONE)	BOOTH SIZE: TOTAL SQUARE FEET		RATE PER Sq. Ft.	# OF DAYS	TOTAL DUE
		LENGTH	WIDTH	TOTAL SQ. FT. (90 MIN.)		
<input type="checkbox"/> 1	<input type="checkbox"/> Vacuum					
<input type="checkbox"/> 2	<input type="checkbox"/> Mop					
<input type="checkbox"/> 3						
<div><div><div><input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3</div><div><input type="checkbox"/> Vacuum <input type="checkbox"/> Mop</div></div><div><div>_____ X _____ = _____ X _____ X _____ = \$ _____</div></div></div>						

SPECIAL CLEANING SERVICES						
SHAMPOO SERVICE (Before first event day)	BOOTH SIZE: TOTAL SQUARE FEET			DISCOUNT RATE	STANDARD RATE	TOTAL DUE
	LENGTH	WIDTH	TOTAL SQ. FT. (90 MIN.)	(PER SQ FT PER DAY)	(PER SQ FT PER DAY)	
	_____	X _____	= _____	X _____	\$0.35	\$0.44

GRAND TOTAL DUE \$ \_\_\_\_\_

To pay with a MasterCard, Visa or American Express, you may order online at [www.massconvention.com](http://www.massconvention.com).  
To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER  
MASSACHUSETTS CONVENTION CENTER AUTHORITY  
415 SUMMER STREET  
BOSTON, MASSACHUSETTS 02210  
617-954-2230 • [exhibitorservices@massconvention.com](mailto:exhibitorservices@massconvention.com)  
Tax ID#: 042768982

FOR MCCA USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:





Massachusetts Convention Center Authority  
**Exhibitor Order Form – Telephone, Internet & Technical Services**  
Effective October 1, 2010

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at [www.massconvention.com/exhibitorguide](http://www.massconvention.com/exhibitorguide).

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: \_\_\_\_\_

EVENT OR SHOW DATE(S): \_\_\_\_\_

EXHIBITING FIRM: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_ @ \_\_\_\_\_

ORDERED BY/TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

SHOW SITE CONTACT: \_\_\_\_\_ CONTACT PHONE: (\_\_\_\_) \_\_\_\_\_

BOOTH NO. (s)

**TELEPHONE SERVICE**

STANDARD TELEPHONE SERVICES	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Single Line Phone Service (Analog)		\$270.00	\$338.00	
Multi-Line Phone Service (Digital)		\$405.00	\$506.00	
Speaker Phone Service (Analog)		\$310.00	\$387.50	
Polycom Speaker Phone Service (Analog)		\$360.00	\$450.00	
Fax Machine Phone Service (Analog)		\$410.00	\$512.50	
ADDITIONAL TELEPHONE SERVICES & EQUIPMENT	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Call Waiting (Per Phone Line)		\$50.00	\$62.50	
Voice Mail (Per Phone Line)		\$50.00	\$62.50	
ISDN/BRI Service		\$300.00	\$375.00	
Polycom Videoconference Equipment Rental w/ IP Connect Service		\$1,100.00	\$1,600.00	
Polycom Videoconference Equipment Rental w/ ISDN Service		\$2,000.00	\$2,500.00	

**INTERNET SERVICES**

WIRED INTERNET CONNECTIONS: AUTOMATIC CONFIGURATION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
200 Kbs Shared Service (2 private IP addresses. Gateway and other NAT devices will not function properly.)		\$815.00	\$1,019.00	
WIRED INTERNET CONNECTIONS: MANUAL CONFIGURATION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
300 Kbs Managed Service (1 public IP address)		\$1,175.00	\$1,468.75	
500 Kbs Managed Service (11 public IP address, private VLAN and subnet)		\$1,875.00	\$2,344.00	
750 Kbs Managed Service (18 public IP address, private VLAN and subnet)		\$2,500.00	\$3,125.00	
1.54 Mbps Managed Service (27 public IP address, private VLAN and subnet)		\$5,565.00	\$6,956.00	
5 Mbps Managed Service (250 public IP address, private VLAN and subnet)		\$10,000.00	\$12,500.00	

Wireless Internet access is available onsite but is not recommended for exhibitor displays.

**Exhibitor Order Form – Telephone, Internet & Technical Services** page 2

ADDITIONAL SERVICES & EQUIPMENT		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Additional Public IP Address (not available with 200kbs service)			\$125.00	\$156.25	
Copper Patch / Booth to Booth Connection			\$320.00	\$400.00	
Fiber Patch / Booth to Booth Connection			\$470.00	\$587.50	
Extend T1 or T3 Service			\$1,000.00	\$1,200.00	
Switch	8 port		\$80.00	\$100.00	
	24 port		\$120.00	\$150.00	
25' CAT 5e Cable			\$40.00	\$50.00	
50' CAT 5e Cable			\$55.00	\$68.75	
100' CAT 5e Cable			\$90.00	\$112.50	

To pay with a MasterCard, Visa or American Express, you may order online at [www.massconvention.com](http://www.massconvention.com).  
To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

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# Massachusetts Convention Center Authority

## Exhibitor Order Form - Rigging & Lighting Services

Effective October 1, 2010

**By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at [www.massconvention.com/exhibitorguide](http://www.massconvention.com/exhibitorguide).**

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: \_\_\_\_\_

EVENT OR SHOW DATE(S): \_\_\_\_\_

EXHIBITING FIRM: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_ @ \_\_\_\_\_

ORDERED BY/TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

SHOW SITE CONTACT: \_\_\_\_\_ CONTACT PHONE: (\_\_\_\_) \_\_\_\_\_

BOOTH NO. (s)

### ITEM DESCRIPTION & INFORMATION

**\*\*Description of Item (Sign, Banner, Truss, etc.):**

Quantity:	Size:	Weight:	Height desired from floor to top of suspended item:
Do any items require Electrical service (circle one)? YES NO		Indicate Service Ordered on Electrical Form:	
Date When Your Item Will Be Ready for Hanging:		Preferred Move-Out Date:	

### PACKAGE RIGGING SOLUTIONS

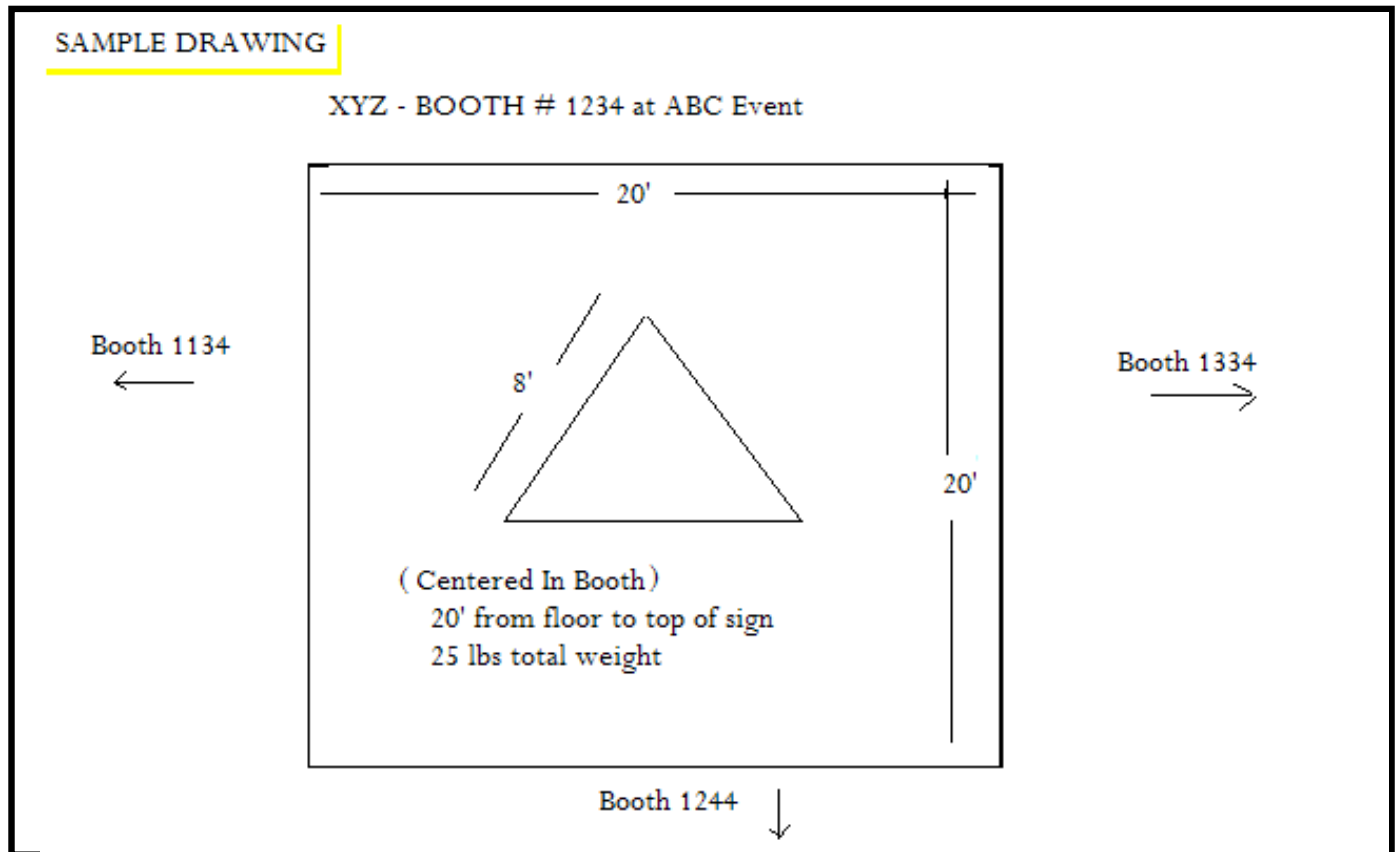
SERVICE DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Basic Rigging Package (Per Sign/Banner)		\$1550.00	\$1684.00	
Electrical Rigging Package (Per Sign/Banner)		\$1794.00	\$1988.00	
Team Labor Hour		\$244.00	\$304.00	

### CUSTOM RIGGING SOLUTIONS - RIGGING EQUIPMENT RENTAL (REQUIRES QUOTE)

EQUIPMENT DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Silver 12" x 12" Box Truss	5' Section	\$25.00	\$30.00	
	8' Section	\$40.00	\$48.00	
	10' Section	\$50.00	\$60.00	
Black 12" x 12" Box Truss	5' Section	\$35.00	\$42.00	
	8' Section	\$56.00	\$67.00	
	10' Section	\$70.00	\$84.00	
Silver 20.5" x 20.5" Box Truss	5' Section	\$45.00	\$54.00	
	8' Section	\$72.00	\$86.00	
	10' Section	\$90.00	\$108.00	
Corner Block	Silver 12" x 12" box	\$50.00	\$60.00	
	Black 12" x 12" box	\$65.00	\$78.00	
	Silver 20.5" x 20.5" box	\$70.00	\$84.00	
Base Plate		\$35.00	\$42.00	
Rotator		\$150.00	\$180.00	
Motor		\$150.00	\$180.00	
Cheeseboro		\$6.00	\$7.00	
Grapple		\$12.00	\$14.00	

<b>CUSTOM LIGHTING SOLUTIONS – LIGHTING EQUIPMENT RENTAL (REQUIRES QUOTE)</b>				
<b>LIGHTING FIXTURES</b>	<b>QTY</b>	<b>DISCOUNT RATE</b>	<b>STANDARD RATE</b>	<b>TOTAL DUE</b>
Source 4 Par – (575 watt, 750 watt)		\$35.00	\$42.00	
Source 4 Leko - (575, 750 watt)		\$45.00	\$54.00	
Par 64 (1000 watt)		\$30.00	\$36.00	
<b>LIGHTING KITS</b>	<b>QTY</b>	<b>DISCOUNT RATE</b>	<b>STANDARD RATE</b>	<b>TOTAL DUE</b>
Small Lighting Kit		\$185.00	\$212.00	
Medium Lighting Kit		\$325.00	\$390.00	
Large Lighting Kit		\$450.00	\$540.00	
X-Large Lighting Kit		\$550.00	\$660.00	
<b>DIMMER RACKS &amp; LIGHTING CONTROLS</b>	<b>QTY</b>	<b>DISCOUNT RATE</b>	<b>STANDARD RATE</b>	<b>TOTAL DUE</b>
Dimmer Control 1.2 x 4		\$80.00	\$96.00	
Dimmer Control 2.4 x 12		\$150.00	\$180.00	
Dimmer Control 2.4 x 24		\$320.00	\$384.00	
			<b>TOTAL DUE: \$ _____</b>	

**We require diagrams and booth layouts for all rigging and lighting orders. See sample below.**



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Massachusetts Convention Center Authority  
**Exhibitor Order Form – Plumbing Services**

Effective October 1, 2010

**By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at [www.massconvention.com/exhibitorguide](http://www.massconvention.com/exhibitorguide).**

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EVENT OR SHOW DATE(S): \_\_\_\_\_

EXHIBITING FIRM: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_ @ \_\_\_\_\_

ORDERED BY/TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

SHOW SITE CONTACT: \_\_\_\_\_ CONTACT PHONE: (\_\_\_\_) \_\_\_\_\_

BOOTH NO. (s)

**WATER AND DRAIN SERVICES**

SERVICE	DESCRIPTION	QTY.	SIZE	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Water Approx 75 PSI Up to ¾" line	Individual Connection			\$275.00	\$344.00	
	Additional Connection			\$175.00	\$219.00	
Drain Up to ¾" line	Individual Connection			\$275.00	\$344.00	
	Additional Connection			\$150.00	\$188.00	
Fill & Drain	0-100 Gallons			\$150.00	\$187.50	
	Each additional 500 gallons			\$80.00	\$100.00	

**SINK RENTALS**

SERVICE	DESCRIPTION	QTY.	SIZE	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Cold Water Sink Rental	Includes: sink, one water and one drain connection			\$600.00	\$750.00	
Small Hot & Cold Water Sink Rental	Includes: sink, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			\$800.00	\$1,000.00	

**COMPRESSED AIR AND GASES**

SERVICE	DESCRIPTION	QTY.	SIZE	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Air Approx 110 PSI	Individual Connection			\$325.00	\$406.00	
	Additional Connection			\$180.00	\$225.00	
CO <sub>2</sub>	20 lb Cylinder (Dry)			\$154.00	\$184.50	
	50 lb Cylinder (Dry)			\$167.00	\$200.50	
	20 lb Cylinder (Liquid)			\$154.00	\$184.50	
	50 lb Cylinder (Liquid)			\$167.00	\$200.50	
Nitrogen	300 ft <sup>3</sup> Tank (Dry)			\$206.00	\$247.75	

**TOTAL DUE: \$ \_\_\_\_\_**

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# Massachusetts Convention Center Authority

## Exhibitor Order Form - Security Services

Effective July 1, 2012

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at [www.massconvention.com/exhibitorguide](http://www.massconvention.com/exhibitorguide).

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EVENT OR SHOW DATE(S): \_\_\_\_\_

EXHIBITING FIRM: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_ @ \_\_\_\_\_

ORDERED BY/TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

SHOW SITE CONTACT: \_\_\_\_\_ CONTACT PHONE: (\_\_\_\_) \_\_\_\_\_

BOOTH NO. (s)

**To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.**

**ORDERS NEED TO BE PLACED 21 DAYS IN ADVANCE OF THE SHOW/EVENT OPENING IN ORDER TO GUARANTEE YOUR REQUESTED COVERAGE. ANY ORDERS RECEIVED AFTER THE 21 DAY CUT-OFF ARE SUBJECT TO APPROVAL AND ARE NOT GUARANTEED.**

DATE	# OF OFFICERS	SCHEDULED HRS (4 HR. MIN.)	TOTAL MAN HRS.	DISCOUNT RATE (PER MAN HR.)	STANDARD RATE (PER MAN HR.)	TOTAL DUE
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
			TOTAL MAN HOURS: _____		TOTAL DUE: \$ _____	

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# CONVENTIONS C.A.R.E.

community Assistance by Responsible Events



LEAVE IT BEHIND. MAKE A DIFFERENCE.

## Do you CARE? We do.

The Massachusetts Convention Center Authority believes in community, both inside its convention centers and in the diverse neighborhoods of historic Boston, where needs are sometimes great.

By donating useable materials to our **Conventions C.A.R.E.** program, you'll be helping scores of non-profit organizations throughout the city and the region. Not only will your materials be put to good re-use, but you'll be cutting back on your event's environmental impact by diverting waste from local landfills. Plus, it saves you the time and expense of shipping unneeded goods back home. The MCCA already recycles and donates abandoned property. With your help, we can do even more.

It's easy. At the conclusion of your show, look for the bright blue bins spread around the show floor at "**Product Donation Stations**" during the breakdown of your event. The bins are marked with the

"**CONVENTIONS C.A.R.E.**" logo. Then, simply leave your clean, useable, non-perishable donations in the bin. They can include:

- office products
- building products
- medical supplies
- convention bags
- furniture
- clothing
- non-perishable food
- toiletries

We'll take over the rest, arranging the assignment and transport of your donations. We'll also track and report these donations to show management.

The program supports several local non-profits, directly benefiting some of the neediest residents in our community. By working together, the MCCA, our partners and you can show Boston charities that responsible events care.

IN PARTNERSHIP WITH:

F R E E M A N



NextShow



Brede EXPOSITIONS RVICES

If you're interested in donating or to learn more, please visit the MCCA exhibitor services desk or contact your exhibitor services representative: [exhibitorservices@massconvention.com](mailto:exhibitorservices@massconvention.com) or (617) 954-2230

## EXHIBITOR GUIDELINES, INFORMATION AND REGULATIONS

## RULES AND REGULATIONS – EXHIBITOR PARTICIPATION

### Access Control and Credentialing

The following information applies to all exhibitors traveling to the Hynes, unloading exhibitor-related cargo, and parking at the Hynes:

Exhibitors accessing the Hynes must be processed by the General Service Contractor (GSC) before entering the facility. All Exhibitor personnel who travel to and park at the Hynes must check-in with the GSC first. GSC personnel shall make a copy of each Exhibitor's driver's license. The copy of the license shall then be attached to Exhibitor paperwork and a Hard Card (GSC generated container for the License Copy) along with Exhibitor Credentials must be issued by the GSC to the Exhibitor. The Hard Card travels with the exhibitor/operator to the loading dock, and is required in order enter the loading dock area. The Hard Card must remain on the dash board of the Exhibitor vehicle at all times when at the loading dock.

Issued Exhibitor Credentials must be worn on the outermost garment of the Exhibitor at all times while inside the facility.

### Affixing to the Facility Structure

1. Rigging of cable/hanging devices or affixing any materials to the ceiling, electrical buss ducts and conduits, on sprinkler pipes, ventilation equipment, windows, columns or any other physical structure at the Hynes is strictly prohibited.
2. Exhibits shall not cause or permit any nails, staples, hooks, tacks, screws, or the like to be driven into the facility structure (including, but not limited to, any wall, ceiling, column, stone, window, drape, painted, carpeted or concrete surfaces) of the premises.
3. Exhibits shall not erect any decorations or use adhesive materials, including tape that can deface the walls, ceilings, floors, facilities, and equipment contained on the premises.
4. Walls, floors, ceilings, or other areas of the Center or its furnishings or fixtures are not to be painted or have permanent coverings applied.

### Booth Set-Up and Dismantle

The unpacking, assembling, dismantling, and packing of displays and equipment may be done by full-time

employees of an exhibiting company. Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own bona fide, full-time employees. It is acceptable for exhibitors to safely use power tools to set-up and/or dismantle their own booths.

### Cabling

No cables (telephone, internet, electrical, audio, video, etc.) should be run in front of any doorways at any time. If cables must cross a doorway, cables must be flown – cable trays are not an acceptable substitute.

### Cooking Demonstrations

Exhibitors may use butane for cooking purposes with prior approval of the MCCA Public Safety Department. Quantity inside the Hynes is limited to two (2) 1-pound UL approved canisters per cooking device; one canister in use and attached to the cooking device and one (1) spare canister. Due to safety concerns, exhibitors may only use butane canisters purchased directly through Levy Restaurants. You are required to have a 20 lb. ABC fire extinguisher for your display when using butane.

### Double-Decker Booths and/or with a Roof

All Double-Decker exhibits are subject to applicable state and city building codes and inspection by state/city officials and the MCCA. Maximum occupancy load for upper level (s) must be posted at the base of the stairway and enforced by the exhibitor. Smoke detectors must be installed on the first floor of the exhibit and every subsequent enclosed level. Exhibit fire sprinkler systems are required of any exhibit that has a roof, or any other covering, that would impede the effective use of the facilities sprinkler system. A 20 lbs. BC fire extinguisher must be visible on every level of the exhibit.

Any exhibit that is deemed a hazard by the MCCA must be removed from the facility. All costs for removal are the responsibility of the Licensee.

### Exclusive Services

The Hynes is the exclusive provider of the following services: food & beverage, cleaning, public safety/security, medical, business center, coat check, electrical, telephone, internet, plumbing and the supply of compressed airs and gases, the use of the house sound system, rigging (some exclusions apply), the operation of ground-supported crank-ups, and the operation and provision of lifts for theatrical purposes.

## Exhibitor Product

Exhibitors are prohibited from offering or selling any product(s) to any employee, agent, contractor or subcontractor working at the Hynes.

At the conclusion of the event all products must be either:

- Removed from MCCA facilities by the exhibitor; or
- Properly disposed of; or
- Donated to a previously identified non-profit charity; or
- Sold to an established business with sales receipts supplied and produced on demand.

Any MCCA employee, agent, contractor or subcontractor working in MCCA facilities who is determined to be removing and/or accepting from another event related product(s) is subject to immediate termination of employment or prohibition from working at all MCCA facilities.

ALL PERSONS, VEHICLES, BAGS, CONTAINERS, ETC. ARE SUBJECT TO SEARCH.

## Fire Safety

Exhibits and decorative materials must meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code). The Massachusetts Department of Public Safety (DPS) has jurisdiction over all safety matters of the Massachusetts Convention Center Authority (MCCA). The DPS, in conjunction with the City of Boston Fire Department (BFD), provide guidance to the MCCA for a safe venue for all guests and employees at our facilities.

### Fire Safety Equipment

Fire extinguishers shall not be removed or temporarily relocated by any exhibitor, the Licensee or the GSC. The GSC is responsible for ensuring that emergency exits, fire extinguishers, fire pull stations, fire department value boxes and fire alarm flashers are not obstructed or obscured from view at any time in the facility. Anyone found responsible for moving, removing or blocking fire safety equipment is subject to fine.

### Fire Safety Limitations

The following limitations apply to all exhibits located in the exhibition halls in the Hynes:

1. The following items are fire-hazards and are prohibited for use in the Hynes:

- Compressed flammable gases (exception: Butane for cooking purposes with prior approval of the MCCA Public Safety Department. Quantity inside the Hynes is limited to two (2) 1-pound UL approved canisters per cooking device; one canister in use and attached to the cooking device and one spare canister. Due to safety concerns, exhibitors may only use butane canisters purchased directly from Levy Restaurants. You are required to have a 20 lb. ABC fire extinguisher for your display when using butane.
  - Pyrotechnics, flammable/combustible liquids, hazardous chemicals/materials, blasting agents and explosives
  - Untreated Christmas trees, cut evergreens or similar trees
  - Fireplace logs, charcoal and similar materials
  - Untreated mulch and Spanish moss or similar vegetation
  - Untreated hay or straw
2. The following shall be protected by automatic fire extinguishing systems:
    - Single-level exhibit booths exceeding 300 square feet (28 square meters) and covered by a ceiling
    - Each level of a multi-level exhibit, including the uppermost level where the uppermost level is covered by a ceiling.
    - Any home or house constructed within the exhibit hall must also include smoke/fire alarms and a 10lb. ABC fire extinguisher on each level.
  3. A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a distance of not less than 10 feet (3050mm) where the aggregate ceiling exceeds 300 square feet (28 square meters). The Boston Fire Department prohibits the use of fabric as a ceiling display or covering.
  4. The travel distance within an exhibit booth or exhibit enclosure (including temporary office/meeting spaces) to an exit access aisle shall not exceed 50 feet (15 meters).
  5. Any interior finish, either permanent or temporary, will be required to meet the requirements of the Massachusetts State Building Code.
  6. Open flame devices may be permitted when they

are a necessary part of the exhibit with prior approval of the MCCA Public Safety Department. Devices must be isolated from attendees by either four (4) feet or a barrier; be placed on a non-combustible surface; be separated from other devices by five (5) horizontal feet; and have a 20lb. ABC fire extinguisher present within the exhibit.

7. Candles are permitted so long as the flame from the candle does not exceed the height of the required fire safe enclosure, which is usually made of glass or other non-combustible material. Candles can be placed on tables only. Candles cannot be placed on any shelving, window ledges or sills, or any other place where the candle and its encasement could fall and cause injury and/or fire. Use of candelabras and other such arrangements are prohibited. Candles cannot be placed on, in, or near the same area with other combustibles, such as dried flower arrangements, confetti, etc. All candles and required encasements to be used must be approved by the MCCA Public Safety Department at least 60 days prior to the date of their intended use. The exhibitor is required to have a 10 lb. ABC fire extinguisher readily accessible within the exhibit.
8. Any vehicle or apparatus which has a fuel tank and is part of a display is required to be equipped with a locking (or taped) gas cap and contain no more than three (3) gallons of fuel, or 1/8 tank, whichever is less; at least one (1) battery cable used to start the engine must be disconnected and the end of the disconnected battery cable taped; vehicles shall not be started or operated with the exhibit hall for the first 15 minutes after the exhibit hall closes to the public for the day or final closing of the event. No vehicle may be operated on the exhibit hall without a lead person walking in front of the vehicle warning people of vehicle movement.
9. Curtains, drapes, banners, decorations and acoustical material (including but not limited to cotton, hay, paper, straw, moss, split bamboo and wood chips) must be flame-retardant treated and submitted to the Boston Fire Department Chemist for approval. Material that cannot be treated for flame retardancy shall not be used.
10. All tent canopies and tarps must be fire resistant and meet CPAI 84 (Canvas Products Association International) specifications. The original flame retardant compliance tag must be attached to

tent, canopy or tarp. Additionally, exhibitors must have the manufacturer documentation available for on-site inspection. Open flame, cooking or other sources of heat are prohibited under any tent, canopy or tarp. The exhibitor is required to have a 10lb. ABC fire extinguisher readily accessible within the exhibit. Individual exhibitor tents, canopies or tarps exceeding 300 square feet (28 square meters) shall be protected by automatic fire extinguishing systems. A single exhibit or group of exhibits covered by a tent, canopy or tarp that do not require sprinklers shall be separated by a distance not less than 10 feet (3050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters). Tents exceeding 400 square feet (37 square meters) require a tent permit from the Boston Fire Department.

11. The General Service Contractor or individual exhibitor must have on-site a copy of the Certificate of Flame Resistance for all floor coverings. The Boston Fire Department prohibits the use of carpet on walls, ceilings, seating products or as decorative material.
12. The hanging or rigging of signs, displays or banners, etc. shall not interfere with the building fire sprinkler system. Rigged items shall not exceed 300 square feet in surface area in a horizontal plane, nor be more than a 15 degree angle from a vertical plan relative to the exhibit hall floor.
13. Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.
14. Exhibitors shall move, remove or arrange with the General Service Contractor to remove wooden pallets, shipping crates, cardboard boxes and other packing materials from the exhibit hall area as soon as possible. These items are not permitted in the exhibit halls during events.

#### Flame Retardant Treated Materials

The following rules apply regarding flame retardant treatments:

- All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame-retardant to the satisfaction of the Boston Fire Department and the State Fire Marshal.
- Combustible materials, 3/8" or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.



- The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame retardant, is prohibited.
- Table coverings used in exhibit halls must be flame-retardant treated, unless they lie flat, and have an overhang of no more than six (6) inches.
- All materials must be certified by the Boston Fire Department within 6 months of the event. The Boston Fire Department does not accept certificates from other jurisdictions. Materials may be sent directly to the Fire Department for testing.

### Lasers

The use of lasers for exhibit demonstrations or visual effects for entertainment must be approved by show management and the MCCA Public Safety Department. All lasers must comply with Massachusetts Code of Massachusetts Regulations 105 CMR 120.000, and be registered and approved by the Massachusetts Department of Public Health. Regulations and applications are available from the Massachusetts Department of Public Health at <http://www.mass.gov/eohhs/consumer/community-health/environmental-health/exposure-topics/radiation/emf/>

### Food & Beverage Services

The Hynes prohibits any food or beverages from being brought into the building, except by Levy Restaurants, the exclusive F&B service provider. The distribution of food and beverages, regardless of type and/or quantity, is the sole responsibility of Levy Restaurants.

Levy Restaurants is the official caterer for all food and beverage services within the Hynes. All arrangements for the service of food and/or beverages must be made through the catering office. Food and beverage sampling, in conjunction with specific exhibits may be permitted, but only to the extent approved in writing, in advance, by a Levy Restaurants Catering Sales Manager.

In order to obtain authorization from your Catering Sales Manager to distribute food and beverage items, one of the following conditions must exist:

- (1) The party interested in distributing food and/or beverage must be the manufacturer of said product. The interested party must only distribute SAMPLE

sizes (2 ounces of pre-packaged food items or 4 ounces of non-alcoholic beverages) of his/her product and cannot participate in cash sales of said product during the show.

--OR--

- (2) The party interested in distributing food and/or beverage items must pay a fee (to be determined by a Levy Restaurants Catering Sales Manager) to waive its right to exclusivity under the MCCA Event License Agreement.

If a party brings unauthorized food and/or beverage items into the Hynes and does not subsequently meet one of the conditions listed above, the party must immediately remove the unauthorized item(s) from their exhibit or meeting space.

*Sampling Authorization Form*– This form outlines policies and procedures pertaining to F&B sampling at the Hynes. The document contains specific information regarding allowable sample sizes, eligibility of sampling, method of distribution, etc. This form is required by Levy Restaurants in order to obtain permission to sample and to obtain a Temporary Food Service Permit.

*Temporary Food Service Permit Application*– The City of Boston Inspectional Services Division requires a temporary food service permit for any F&B served at the Hynes that is not sourced through Levy Restaurants. Permit fees begin at \$30.00 for a one-day permit with \$5.00 for each additional day of sampling (example: a 3-day permit costs \$40.00). Please contact your event's Exhibitor Services Manager for additional information.

For more information on available Exhibitor Catering Services or further assistance, please contact Levy Restaurants Catering Sales Office – 617-954-2189.

### Glitter, Confetti, Popcorn, and other materials

The use of glitter, confetti, sand or simulated snow types of material, as well as popcorn, is NOT permitted in the Hynes. Additionally, adhesive-backed decals may not be given away or utilized. Any costs incurred by the Hynes for the removal of these items will be charged to the exhibiting company.

### Gratuities Policy

It is against the Hynes's policy for any employee or service contractor to accept gratuities or gifts from the Licensee and/or any exhibitors. Offering of tips and gratuities to personnel employed by the Authority, or its contractors, agents, or suppliers, is strictly prohibited. Hynes personnel are required to report



any violation of this section to the Public Safety department, at (617) 954-2111. In addition, violation of this policy will subject the recipient of the tip or gratuity to termination of employment and/or dismissal from the building.

#### Guardrails

Any platform(s) exceeding 30" in height will require a Massachusetts State building code compliant guardrail system. The guardrail shall be 42" in height with balusters or solid materials such that a sphere with a four inch (4") diameter cannot pass through any opening.

The guardrails shall not have an ornamental pattern that would provide a ladder effect. This includes a guardrail on stairs.

The guardrail system shall be capable of withstanding a load of 200 pounds (minimum).

#### Stairs

Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other structure elements or obstructions. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross section with an outside diameter of at least 1-1/4" and not greater than 2".

Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is a part of a means of egress. The easiest way to address this issue with minimal cost is to secure a fitted piece of fire-rated plywood or sheet rock between the stringers against the back of the treads.

#### Hand-Carry Policy

For the convenience and safety of exhibitors and patrons, all freight and material handling must enter and exit the facility through the approved loading areas. Exhibitors will be allowed to hand carry one item, one time, in or out of the facility without having to access the approved loading areas. No parking is allowed at the Boylston St. entrance and the use of passenger elevators for movement of freight is not allowed. All packages are subject to inspection by Hynes personnel.

Hand carried freight is defined as one item that can be easily carried by an individual exhibitor, without the need for dollies or other mechanized equipment.

#### Hanging Devices

Rigging of cable and other hanging devices on or near ceiling electrical buss ducts and conduits, on sprinkler pipes, or on ventilation equipment is strictly prohibited.

#### Lights

Only Underwriters Laboratories (UL) approved clamp-on types of portable spotlights are allowed. All display lights must be turned off when the exhibitor leaves for the day. Only UL approved extension cords 12 gauge or greater rated for 20 amp are allowed. Note: Household extension cords are not permitted. These are generally 14 or 16 gauge and only rated at 15 amps.

#### Material Handling

Exhibitors are allowed to perform their own material handling, provided they meet with all of the following criteria:

- Exhibit personnel performing the work must be bona fide, full-time employees ("authorized personnel") of said company.
- Exhibitors may choose to off-load from a company-owned truck or rental vehicle, or from a car, van or truck owned by personnel of the company provided the vehicle is co-owned or rental vehicles must be less than 24 feet in length.
- Exhibitors may use only hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted as well.
- At no time can vendors (A/V, furniture design firm, etc.) unload their items. An approved General Service Contractor (GSC) or the exclusive rigging service provider (ERSP) must be hired by the Licensee to unload/re-load and push in all vendors.

#### Move-In Procedures

ALL Exhibitor Move-in is restricted to the Hynes loading areas. No exhibitor will be allowed access with his or her move-in materials via any other entrance to the facility. Please note the hand carry rule within the Exhibitor Participation Rules/General Conditions Section of the Guide.

#### Non-Credentialed Exhibitor Staff

Exhibitor staff arriving at the facility must identify themselves with a photo ID (preferably a valid state issued motor vehicle operator's license) by the Loading Dock Officer. Once positively identified, the exhibitor will be referred to the Licensee in order to register and receive event credentials.

### Parking on Loading Dock Limited to 20 Minutes

Exhibitor staff members parking on the loading dock and displaying their Hard Card in the dashboard of the motor vehicle for the purposes of unloading cargo have a limit of 30 minutes in order to do so. Exhibitor staff remaining in the loading dock area beyond the 30 minute limit and/or who do not display their officially issued Hard Card subject themselves to towing at the vehicle owner/operator's risk and expense.

### Positive Means of Identification Required

While inside the facility Exhibitor staff must be in possession of a current and valid means of identifying themselves with photo identification (ID), preferably a state issued motor vehicle operator's license, etc.

### Public Safety Recommendations

The MCCA is not liable for nor does the MCCA carry any insurance on Exhibitor property or fixtures. Please bear in mind that all of your exhibit material and displays are your property. Therefore, it is important that you take every precaution to protect this material. Below are some suggestions toward this end:

1. Ship your materials with a qualified carrier and be sure to lock trunks/crates.
2. If cartons are used, be sure that they are securely taped or banded and under no circumstances marked with the name or type of articles contained therein.
3. Be sure to furnish your shipping company with an accurate account and complete bill of lading.
4. Do not leave your booth unattended during the set-up period.
5. Do not leave exhibit material under tables or displays.
6. Do not include exhibit material in containers to be stored with empties.
7. At the close of the exhibit, be sure to pack as quickly as possible and under no circumstances leave your space unattended during this period.
8. If at all possible, have one of your staff remain in your space with your shipment, until it is actually picked up by the drayage contractor's personnel.
9. Promptly report any missing items or suspicious person(s) to Public Safety.

### Smoking

The Hynes is a non-smoking facility. Smoking is NOT

allowed in the facility at any, including move-in and move-out times. Licensee is responsible for any damages caused by attendees or contractors who smoke or use tobacco products in the building. Smoking areas are located outside the building. Anyone found removing, damaging or tampering with any smoke detectors will be immediately banned from the facility.

### Solicitations

No solicitations or collections in the Hynes, whether for charity or otherwise, shall be made, attempted, or allowed, without prior written consent of the General Manager.

## MCCA SERVICES

The Hynes and its contracted entities are the exclusive providers of the following services: food & beverage, cleaning, electrical, telephone, Internet, rigging in the ballroom, the operation of ground-supported crank- up's, plumbing, the use of the house sound system and the supply of compressed air and gases. Most of these services are available directly to exhibitors and can be provided through the Exhibitor Services Center. They are subject to prices and conditions on appropriate order forms. Our services can NOT be resold or bundled as a package without prior written approval from the General Manager. Discounts may apply to some services by meeting the advance payment deadlines and conditions notes on the forms.

For rates and additional information, exhibitors should contact our Exhibitor Services Department at (617) 954-2230 or visit our secure online ordering web site at [www.massconvention.com](http://www.massconvention.com).

### ATM's

Guests will find an ATM on the lower level inside the Boylston Street entrance and inside the Prudential Center entrance.

### Audio/Visual Services

The Hynes offers in-house A/V services on a preferred basis with a preferred audio/visual provider to help provide comprehensive event support and services. All types of audio and visual display devices, screens, and computer interfaces are available, along with skilled operators. The preferred audio/visual provider is the exclusive provider for the use of the in-house sound systems. All other A/V Companies must bring in a stand-alone speaker system.

### Booth Packages

Our services can NOT be resold or bundled as a package without prior written approval from your Event Services Manager.

### Business Center

The contracted in-house vendor is the exclusive

service provider of the Business Center. From simple documents to complex projects and on-going programs the Business Center will provide document management solutions to meet your needs. The Business Center document solutions capabilities include: copying and digital printing, document production, supplies, computer services, electronic file submission, signage, custom printing services, document distribution, notary public services, pack and ship options, including express and ground service, fax service with delivery on incoming messages and desktop/word processing.

### Satellite Services

Two downlink dishes are located on the roof of the Hynes. Signals may be distributed to any location in the building. Both C and Ku bands are available.

### Transportation

#### Public Transportation

Public transportation in the Boston area is provided by the Massachusetts Bay Transportation Authority (MBTA or "The T"). A number of excellent public transportation options are available for service to and from the Hynes. Additional information about public transportation in Boston can be found on the MBTA's website: <http://www.mbta.com>.

### Taxi Services

There is a taxi stand located outside the Boylston Street entrance. This stand is operational 24 hours a day 7 days a week.

### Parking Options

There are several local parking garages / lots in the vicinity of the Hynes. The facility does not have on site parking available. For additional information please see Section G of this guide.

## LEVY RESTAURANTS HYNES AUTHORIZATION REQUEST

### Sample Food and/or Beverage Distribution

Please complete this form to receive authorization to distribute food or beverages not purchased through Levy Restaurants. Levy Restaurants has exclusive food and beverage distribution rights within the Hynes Convention Center (HYNES) and has the responsibility to the City of Boston to strictly regulate any food and beverage activity within the HYNES. Due to strict regulations, any vendor sampling product within the above mentioned parameters must submit a sampling form to Levy Restaurants for approval.

### The Selling of Food and/or Beverage products by any other entity is strictly prohibited.

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute **SAMPLE** food and/or beverage products **ONLY** upon written authorization and adherence to ALL of the conditions outlined below.

### General Conditions - Food Industry Related Shows

1. Items dispensed are limited to products ***Manufactured, Processed or Distributed*** by exhibiting companies.
2. All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:
  - a. Non-Alcoholic Beverages limited to **maximum of 4 oz.** Sample Size, served in biodegradable (or plastic) cups. No cans or bottles will be permitted.
  - b. Alcoholic beverage sampling is permitted only if you are the manufacturer or distributor of the beverage. Alcoholic beverages must be “sample” sizes (**2 oz. for beer/wine, 1.25 oz for liquor**) and can only be served by a licensed Levy Restaurants bartender.
  - c. Food items are limited to “bite size”, **not to exceed 2 oz.** portions or a 2 oz. prepackaged samples.
  - d. All food/beverage items brought in are required by the Boston Health Department to have a temporary Health Permit. This includes prepackaged food samples, samples not intended for consumption on the show floor, and bottled water.
3. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Levy Restaurants and/or HYNES services.

### IF YOU DO NOT MEET THE CONDITIONS LISTED ABOVE, THE FOLLOWING POLICIES APPLY:

**TAKE-AWAY ITEMS AND BUY-OUT FEES** Any Food and Beverage brought on premises without the Written Authorization from Levy Restaurants, the HYNES and NAME Show Management is strictly prohibited.

1. Take-away items will be assessed and approved on a case by case basis by Levy Restaurants. Take-away items are items that are distributed to attendees but are not intended for immediate consumption at the time of receipt. Requests for take-away items must be submitted no later than DATE.
2. Requests for all Food or Beverage Products brought on the premises for consumption at hosted banquet/booth events or that do not fall within the Sampling parameters listed above may incur a **Buy-out Fee** by Levy Restaurants. An appropriate buy-out fee will be determined by Levy Restaurants on a case by case basis; however, the buy-out fee will be based on a percentage of the retail pricing for the food and/or beverage item and is subject to all applicable taxes and service charges.

**UNUSED FOOD OR BEVERAGE PRODUCT** that requires pick-up or shipment after the show/event is the responsibility of the Company that is sampling the product. Absolutely NO REFUNDS of Buy-out Fees will be given for Food or Beverage Product if not consumed during show/event.

**FOOD AND BEVERAGE RELATED SERVICES** including storage, delivery, or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will NOT be provided by Levy Restaurants.

If these services are required the following charges will assessed:

- 1. \$150.00 for a Small Visi Cooler
- 2. \$300.00 for a Large Double Visi Cooler
- 3. \$25.00 per Drop Off and Per Pick-up for Steward
- 4. \$150.00 per day minimum for dry or refrigerated storage
- 5. \$6.00 per 5 pound bag of ice

*\*Both the Refrigerator and Cooler require Stewarding Labor to drop off and retrieve the equipment. A Security Deposit of \$250 per piece of equipment will also apply.*

**SHIPPING/RECEIVING** Please note that only product you expect to be prepared by, stored by and delivered by Levy Restaurants should be shipped to Levy Restaurants. Please see the Shipping Label, fill it out and ensure it is used properly to ensure proper receiving of your product. You must contact Levy Restaurants prior to shipping items – items not expected will not be received. For all Food and Beverage not purchased through Levy Restaurants, all standard fees mentioned above will be charged where applicable, including 20% Administrative Fee and Applicable Sales Tax.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and the HYNES from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

**Exhibiting firm must provide Levy Restaurants with a certificate of liability with coverage of \$1,000,000 per occurrence and naming Levy Restaurants Corporation and the HYNES as additional insured.  
Information must be received no later than close of business (5:00 PM EST) on DATE.**

*Before returning this document, please sign the “Agreed” indicating you have read and you agree with all conditions.*

**SHOW NAME**  
**DATE**

Company Name \_\_\_\_\_ Booth No. \_\_\_\_\_

Company Address \_\_\_\_\_

Contact Name \_\_\_\_\_ Telephone (    ) \_\_\_\_\_ Ext \_\_\_\_\_

Email \_\_\_\_\_ Onsite Contact \_\_\_\_\_ Cell \_\_\_\_\_

**PLEASE SPECIFY: Item / Distribution Purpose / Quantity / Portion Size / Method of Dispensing**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Agreed \_\_\_\_\_ Approved \_\_\_\_\_ Date \_\_\_\_\_

Exhibiting Firm Levy Restaurants

**PLEASE RETURN FORM TO LEVY RESTAURANTS BY DATE TO ENSURE CONFIRMATION AND APPROVAL.**

For additional services and information, please contact Levy Restaurants:



## EXHIBITOR BOOTH CATERING MENU



## GENERAL INFORMATION

Please take a moment to review our policies and procedures.

### THE LEVY DIFFERENCE THOUSAND DETAIL DINING

For Levy Restaurants, the exclusive food and beverage provider for the Boston Convention & Exhibition Center and the John B. Hynes Veterans Memorial Convention Center, it is all about the food and the thousand details that surround it.

In keeping with our attention to all of the thousand details, we offer the following information to facilitate your event planning. Your dedicated Catering Sales Manager will partner with you in your planning activities. Together, we look forward to delivering “The Levy Difference”.

### EXCLUSIVITY

Levy Restaurants is the exclusive provider of all food and beverage for the Boston Convention & Exhibition Center and the John B. Hynes Veterans Memorial Convention Center.

### SAMPLING

Food and beverage products may be sampled without waiver fee if the product being sampled is manufactured, produced or distributed by the exhibitor, providing the following sample sizes are followed:

Food: Not more than 2 ounces.

Non-Alcoholic Beverage: Not more than 4 ounces.

Alcohol: Contact your Catering Sales Manager

### CONFIRMATION OF ORDERS

Upon receipt of all written Food and Beverage specifications, your Levy Restaurants Catering Sales Manager will provide you with written confirmation of the services you ordered. Signed event orders are to be received by Levy Restaurants no less than twenty-one (21) days prior to the start of the first scheduled event day. Guests booking short-term events (within 21 days of the start date) are to review, sign and return event orders upon their receipt.

### FOOD & BEVERAGE GUIDELINES

For the health and safety of your guests “leftovers” may not be removed from the facility at the conclusion of the event or service.

For your safety and the safety of your guests, a Certified Levy Restaurants Bartender is required for all events serving alcohol. Appropriate fees apply.



### **ACCEPTED FORMS OF PAYMENT**

Levy Restaurants accepts company checks, American Express, MasterCard, Visa, Diner's Club and wire fund transfers as payment for products and services. Any wire transfer fees incurred are the responsibility of the Guest. Certified funds, credit cards or wire transfers are the only acceptable forms of payment less than ten (10) business days prior to the event. Please contact your Catering Sales Manager for a credit card authorization to facilitate on-site orders.

### **TAXES & FEES**

All pricing is per person, unless otherwise noted. Prices are exclusive of a 15% gratuity, 5% taxable administrative fee and 7% applicable state tax or a 20% taxable administrative fee and 7% applicable state tax, as determined by our staffing guidelines. The gratuity is distributed to banquet employees. No other fees or charges, including the administrative fee, represent tips, gratuities or service charges for any employees.

### **INCENTIVE PRICES**

Incentive prices are effective for all orders placed more than twenty-one (21) days prior to the first day of the show.

### **CANCELLATION POLICY**

In the event of a cancellation, please notify your Levy Restaurants Catering Sales Manager directly. Cancellations are to be delivered in writing and are subject to the fee schedule outlined in the Contract.

### **CHINA SERVICE**

China service is a Levy Restaurants standard for all Meeting Rooms and Ballrooms, unless our high-grade and/or compostable disposable ware is requested.

All food and beverage events located in the Exhibit Halls or Outdoor Events (with the exception of plated meals), are accompanied by high-grade and/or compostable disposable ware.

### **LAST-MINUTE ORDERS**

While we will make every effort to fulfill last-minute orders, please note that priority is given to pre-orders. Last-minute orders are defined as orders confirmed within two business days of the show start. Please be aware that we deliver orders in the approximate sequence they were confirmed.

### **RENTED EQUIPMENT**

To protect your deposit, all rented food and beverage equipment will be collected 2 hours prior to the scheduled show end.

### **LINEN SERVICE / DÉCOR**

Levy Restaurants provides linen for most food and beverage events. For additional décor, we are pleased to assist you with centerpieces or arrangements. Additional fees will apply for any specialty items.

Your Catering Sales Manager will be happy to offer suggestions on the appropriate style and colors for your event.

### **SPECIALTY EQUIPMENT**

Specialty equipment is available such as Water Coolers or Ice Cream Coolers. Please contact your Catering Sales Manager for additional information.

### **TABLES & ELECTRICAL**

Levy Restaurants Exhibitor Booth Catering does not supply tables or electrical for your booth. Please contact your service contractor.

## CONTINENTAL BREAKFAST

*Each selection includes fresh brewed coffee, decaffeinated coffee, flavored teas, orange, cranberry and apple juice.*

### Traditional Continental

Low-fat and whole grain muffin tops,  
Danish pastries and croissants with whipped butter  
and fruit preserves (serves 10)

Incentive Price

Standard Price

160.00

180.00

### Ultimate Continental

Market fresh fruit and in-season berries, low  
and fat free flavored fruit yogurts, bakery fresh bagels  
with flavored cream cheeses, fruit,  
low-fat and whole grain muffins  
and pecan cinnamon rolls (serves 10)

190.00

210.00

## CONTINENTAL BREAKFAST ENHANCEMENTS

### Bacon, Egg and Cheese Biscuit

Buttermilk biscuits with scrambled eggs,  
apple wood-smoked bacon and cheddar cheese

60.00 per dozen

66.00 per dozen

### Breakfast Burrito

Grilled oversized flour tortilla filled with scrambled eggs,  
pico de gallo, chorizo and Chihuahua cheese

60.00 per dozen

66.00 per dozen

### Pressed Italian Egg Sandwich

Griddle-pressed ciabatta bread, scrambled eggs,  
roasted peppers, pancetta and cheese

72.00 per dozen

80.00 per dozen

### Cranberry-Apricot Yogurt Parfait

Local bog cranberries and dried apricot compote  
layered with vanilla bean yogurt Chantilly  
topped with honey crunch granola

60.00 per dozen

66.00 per dozen

## BEVERAGE ENHANCEMENT

### Executive Coffee Service

Gourmet coffees and teas, flavored syrups,  
rock candy stir sticks, shaved chocolate,  
whipped cream, assorted sweeteners, raw sugar,  
fresh-squeezed fruit juices, bottled water  
and assorted soft drinks (serves 10)

90.00

99.00

*Prices are exclusive of a 15% gratuity, 5% taxable administrative fee and 7% applicable sales tax or a 20% taxable administrative fee and 7% applicable sales tax, as determined by our staffing guidelines.*

*The gratuity is distributed to banquet employees.*

*No other fees or charges, including the administrative fee, represent tips, gratuities or service charges for any employees.*

## CHEF INTERACTIVE ENHANCEMENTS

*Chef-prepared to order.*

	Incentive Price	Standard Price
<b>Omelets</b> Char-fired peppers, onions, tomatoes, spinach, and roasted mushrooms, cured ham, smoky bacon and sausage. Top your omelet with shredded cheddar and Swiss cheeses; includes chef attendant ( serves 35)	385.00	425.00
<b>Hot Iron Waffles</b> Blueberry, banana and chocolate chip waffles served with warm maple syrup, mixed berry compote, whipped butter and Chantilly cream; includes chef attendant (serves 35)	315.00	350.00

## A LA CARTE SELECTIONS

*All beverages are served in 3-gallon increments, unless otherwise noted.*

*Platters consist of 3 dozen, unless otherwise noted.*

<b>Coffee <i>au bon pain</i>.</b> Our exclusive, fresh brewed Au bon Pain coffee, decaffeinated coffee and flavored teas	147.00	162.00
<b>Lemonade</b>	114.00	125.00
<b>Fresh Brewed Iced Tea</b>	114.00	125.00
<b>Soft Drinks (Pepsi Products) (24)</b>	90.00	99.00
<b>Aquafina Bottled Water (24)</b>	90.00	99.00
<b>Sparkling Mineral Waters (24)</b>	90.00	99.00
<b>Freshly Baked Scones</b> Cranberry-orange, blueberry, spiced apple and vanilla scented with whipped butter and preserves	114.00 per platter	125.00 per platter
<b>Muffin Tops</b> Low-fat and whole grain muffin tops	114.00 per platter	125.00 per platter
<b>Bagel Shop</b> Bakery fresh bagels with flavored, plain and low fat cream cheeses	114.00 per platter	125.00 per platter
<b>Mini Breakfast Pastries</b> Assorted muffins, Danish and croissants with whipped butter and preserves	114.00 per platter	125.00 per platter
<b>Fruit-Filled Granola Bars</b>	27.00 per dozen	30.00 per dozen
<b>Whole Fresh Fruits</b>	39.00 per dozen	43.00 per dozen
<b>Market Fresh Fruit Plate</b> Honeydew, cantaloupe, pineapple and kiwi with seasonal berries and strawberry-lime Chantilly (serves 10)	40.00 per plate	44.00 per plate

*Prices are exclusive of a 15% gratuity, 5% taxable administrative fee and 7% applicable sales tax or a 20% taxable administrative fee and 7% applicable sales tax, as determined by our staffing guidelines.*

*The gratuity is distributed to banquet employees.*

*No other fees or charges, including the administrative fee, represent tips, gratuities or service charges for any employees.*

	Incentive Price	Standard Price
<b>Domestic and Imported Cheese Display</b> Selected domestic and imported cheeses, flatbreads and lavosh with honey, preserves and nuts (serves 20)	160.00 per plate	176.00 per plate
<b>House Baked Cookies</b> Chocolate chunk, oatmeal raisin and peanut butter	90.00 per platter	99.00 per platter
<b>Whoopie Pies</b> Red velvet, lemon-poppy seed and classic chocolate	90.00 per platter	99.00 per platter
<b>Rice Krispy Treats</b> Classic, chocolate and peanut butter	90.00 per platter	99.00 per platter
<b>Tortilla Chips</b> Served with salsa cruda and guacamole	50.00 per pound	55.00 per pound
<b>Potato Chips and Gourmet Dips</b> Kettle-style potato chips with roasted garlic Parmesan, French onion and blue cheese dips	46.00 per pound	51.00 per pound
<b>Soft Pretzels</b> Served with spicy queso, chocolate, and mustard dipping Sauces	54.00 per dozen	59.00 per dozen
<b>Mini Ice Cream Floats</b> Available flavors: Root Beer Float, Orange Dreamsicle, and Purple Cow	60.00 per dozen	66.00 per dozen
<b>Mini Fenway Franks</b>	54.00 per dozen	59.00 per dozen
<b>Snack Mix</b>	12.00 per pound	14.00 per pound
<b>Pretzel Twists</b>	12.00 per pound	14.00 per pound
<b>Deluxe Mixed Nuts</b>	18.00 per pound	20.00 per pound
<b>Individual Bags of Chips and Snacks</b>	27.00 per dozen	30.00 per dozen
<b>Assorted Candy Bars</b>	33.00 per dozen	37.00 per dozen

*Prices are exclusive of a 15% gratuity, 5% taxable administrative fee and 7% applicable sales tax or a 20% taxable administrative fee and 7% applicable sales tax, as determined by our staffing guidelines.*

*The gratuity is distributed to banquet employees.*

*No other fees or charges, including the administrative fee, represent tips, gratuities or service charges for any employees.*

## BOX LUNCHES

Incentive Price

Standard Price

### CLASSIC BOX LUNCH

24.00

26.00

Selection of Sandwich:

- **Shaved Cured Ham and Baby Swiss**  
On a pretzel Kaiser roll with honey-country Dijon mustard
- **Smokin' Gobbler**  
Shaved apple-wood smoked turkey, sharp smoked cheddar cheese, cranberry-apricot chutney and sage aioli on a honey wheat hoagie roll
- **Grilled Vegetable Sandwich**  
Asparagus, portabella, zucchini, bell peppers, spinach with provolone cheese and balsamic dressing

Served with Cape Cod Potato Chips, Gourmet Chocolate Chip Cookie and Soda or Bottled Water (Pepsi Products)

### WRAP BOX LUNCH

24.00

26.00

Selection of Gourmet Wrap Sandwich:

- **Southwestern Chicken Wrap**  
Grilled cilantro-pesto chicken, pepper jack cheese, roasted peppers, black bean-corn relish and mixed greens with avocado crema on an over-sized tomato flavored tortilla
- **Grilled Vegetable Wrap**  
Asparagus, portabella, zucchini, bell peppers and spinach with provolone cheese and balsamic dressing
- **Cheddar Beef Wrap**  
Lettuce, tomato and onion on a spinach tortilla with herb aioli

Served with Cape Cod Potato Chips, Gourmet Chocolate Chip Cookie and Soda or Bottled Water (Pepsi Products)

### GOURMET SALAD BOX LUNCH

22.00

24.00

Selection of Salad:

- **Vegetable Cobb Salad**  
Rows of grilled yellow squash, bell peppers, asparagus, eggplant, charred corn and white beans with red wine vinaigrette
- **Chicken Caesar Salad**  
Romaine hearts, traditional dressing and shaved parmesan with our signature garlic croutons

Served with Fruit Salad, Gourmet Chocolate Chip Cookie and Soda or Bottled Water (Pepsi Products)

### DELICATESSEN BOX LUNCH

25.00

28.00

Selection of Delicatessen Sandwich:

- **Italian Bulkie**  
Shaved Genoa salami, cured ham, roast beef, marinated peppers, wilted spinach and provolone with herb aioli
- **Tuscan Chicken**  
Grilled herb marinated chicken, oven-dried tomato, balsamic onions and provolone on herb focaccia with pesto aioli
- **Vegetable Salad**  
Pesto aioli and baby spinach on a croissant

Served with Cape Cod Potato Chips, Gourmet Chocolate Chip Cookie and Soda or Bottled Water (Pepsi Products)

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## LUNCH CHEF'S TABLES

	Incentive Price	Standard Price
<b>CORNER DELI</b> (serves 35) Roasted Tomato Bisque Grilled cheese croutons Garlic Poached Fingerling Potato Salad Caramelized onions, roasted peppers, chives and bacon vinaigrette Multi-Grain Salad Sun-dried fruits and orange cinnamon dressing Marinated Tomato and Red Onion Salad Shaved romaine hearts and red wine vinaigrette Smokin' Gobbler Sandwich Shaved smoked turkey on a multi-grain hoagie with chipotle apple mustard, bibb lettuce, shaved red onion, smoked cheddar cheese and vine-ripe tomatoes Tuscan Beef Sandwich Thin sliced beef sirloin on ciabatta bread with herb aioli, wilted spinach, oven-dried tomatoes and balsamic onion jam Grilled Vegetable Wrap Sandwich Herb-marinated grilled squash, zucchini, peppers, and portabella mushroom, wilted spinach, provolone and pesto aioli House Baked Cookies Chocolate chunk, white chocolate macadamia nut, oatmeal raisin and peanut butter Market Fresh Sliced Fruit Strawberry Chantilly	1050.00	1155.00
<b>THE NORTH END</b> (serves 35) White Bean and Basil Soup Slowed cooked cannellini beans with local grilled vegetables, shaved arugula and prosciutto Antipasti Assorti Wood-roasted mushrooms, fire-roasted peppers and grilled lemon scented kalamata olives with assorted flatbreads and crostini Classic Caesar Salad Romaine hearts, traditional dressing, garlic croutons and shaved parmesan cheese Pesto Pasta Salad Fire-roasted vegetables and fresh mozzarella with pesto vinaigrette and shaved parmesan cheese Wood Roasted Chicken Lemon-garlic sauce Chianti Braised Beef Tips Herb-buttered noodles and caramelized onions Pan-Seared Risotto Cakes Tomato basil sauce and roasted artichokes Garlic Parmesan Buttered Bread Baked golden brown Tiramisu Espresso, mascarpone and bittersweet chocolate Cannoli Ricotta cream-filled rolled pastry shells	1190.00	1310.00

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## RECEPTIONS

Incentive Price

Standard Price

### FROM THE CARVERY

*All carveries include fresh baked rolls and appropriate condiments.  
A chef attendant is included with the menu price.*

<b>Smoked Brisket of Beef</b> Gourmet mustard, horseradish and aioli (serves 40)	350.00	385.00
<b>Roast Tenderloin of Beef</b> Served with horseradish sauce, caramelized onion jam and tomato chutney (serves 20)	275.00	303.00
<b>Honey Mustard Baked Ham</b> Savory apple chutney and mayonnaise with pineapple and hot pepper salsa (serves 50)	275.00	303.00
<b>Cider-Brined Roast Turkey Breast</b> Cranberry-apple chutney, sweet potato gravy and tarragon grain mustard (serves 40)	275.00	303.00
<b>Jerk Seasoned Pork Loin</b> Smothered onions, roasted garlic and tropical fruit salsa (serves 40)	325.00	358.00

### ACTION STATIONS

*All Action Stations are served for 35 guests.  
A chef attendant is included with the menu price.*

<b>Pasta, Pasta, Pasta</b> Tri-colored tortellini, grilled chicken and creamy garlic sauce, bowtie pasta, Italian sausage and roasted tomato sauce, whole grain rotini pasta, grilled vegetables with basil pesto and garlic parmesan crostini	400.00	440.00
<b>Fiesta Chicken Fajitas</b> Sautéed peppers and onions, Chihuahua cheese, shaved lettuce, salsa bar and avocado crema with warm flour tortillas	350.00	385.00
<b>Fiesta Steak Fajitas</b> Sautéed peppers and onions, queso fresco, shaved lettuce, salsa bar and avocado crema with warm flour tortillas	425.00	468.00
<b>A Taste of the Orient</b> Beef, chicken and pork satay with stir-fry vegetables, green tea steamed basmati rice and Asian dipping sauces	500.00	550.00

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## RECEPTIONS

*Minimum order of 50 pieces per item.  
Prices listed below for individual pieces.*

### HOT HORS D'OEUVRES

	Incentive Price	Standard Price
Spinach and Gruyère Quiche Fried shitake	3.50	3.85
Tomato Quiche Grilled cheese crouton	3.50	3.85
Black Bean and Corn Quiche Tortilla salad	3.50	3.85
Roasted Chicken Saltimbocca Lemon garlic sauce	4.00	4.40
Sweet Chili Glazed Salmon Toasted sesame	4.00	4.40
Mint Pesto Lamb Meatball Glazed carrot	4.50	4.95
Caramelized Onion and Phyllo Walnut and blue cheese	3.75	4.15
Lobster Bisque Soup-Sip En croûte	6.50	7.15
Tomato Basil Soup-Sip Boursin crouton	4.00	4.40
Butternut Squash Soup-Sip Crisp pancetta and nutmeg cream	4.00	4.40
BBQ'd Oysters "Rockefeller" Charred corn, smoky bacon, citrus aioli	5.00	5.50
Yankee Pot Roast "Pot Pie" Herb biscuit	4.00	4.40
Crab Cakes Lemon aioli and jicama	6.50	7.15
Braised Beef Short Rib Griddled corn bread	5.50	6.05
Mini Cheeseburgers Cheddar cheese with our own secret sauce	5.00	5.50
Firecracker Shrimp Sweet chili dipping sauce	5.50	6.05
Hoisin Braised Pork Crisp wonton, pickled ginger	4.00	4.40

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## RECEPTIONS

Minimum order of 50 pieces per item.  
Prices listed below for individual pieces.

### COLD HORS D'OEUVRES

	Incentive Price	Standard Price
<b>Roasted Tomato and Olive Tartlet</b> Goat cheese brulee	3.50	3.85
<b>Roasted Mushroom Tartlet</b> Brie fondue	3.50	3.85
<b>Fig and Caramelized Onion Tartlet</b> Maytag bleu cheese	4.00	4.40
<b>Antipasti</b> Blistered tomato, fresh mozzarella, prosciutto, kalamata olive and basil pesto	5.00	5.50
<b>Cheese Tortellini Caponata</b> Sun-dried tomato, grilled eggplant	3.50	3.85
<b>Blue Cheese and Fig</b> Candied almonds	4.00	4.40
<b>Peppered Melon</b> Goat cheese, pistachio, prosciutto	4.00	4.40
<b>White Gazpacho Soup-Sip</b> Smoked rock shrimp	5.00	5.50
<b>Wasabi and Sweet Pea Puree</b> Lump crab, pickled ginger and crisp nori	5.50	6.05
<b>Asian Chicken Salad</b> Wonton crouton	4.50	4.95
<b>Endive and Blue Cheese</b> Tomato confit	4.50	4.95
<b>Mini Lobster Rolls</b> Griddled brioche	6.50	7.15
<b>Vegetable Ratatouille</b> Fresh ricotta, crisp phyllo	4.00	4.40
<b>Smoked Salmon</b> Pumpernickel, cucumber "slaw"	5.50	6.05
<b>Grilled Steak</b> Arugula, béarnaise mayo, crisp onion	5.50	6.05
<b>"Pulled" Duck Confit</b> Gingered peach, crisp rice noodle	5.50	6.05
<b>Caprese</b> Tomato, basil, mozzarella	4.50	4.95

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## BAR SELECTIONS

Incentive Price

Standard Price

### HOSTED DELUXE BAR

#### COCKTAILS

7.00

7.75

Featuring Ketel One, Bombay Sapphire, J. Walker Black,  
Makers Mark, Bacardi 8, Crown Royal,  
Sauza Hornitos Reposado, Remy Martin VS, Martini and Rossi  
Dry and Sweet Vermouth and Finest Call Mixers

#### WINE

6.50

7.25

Folie a Deux Chardonnay, Avalon Cabernet Sauvignon,  
Red Rock Merlot and Beringer White Zinfandel

#### IMPORT / PREMIUM BEER

6.00

6.50

May include Heineken, Heineken Light, Amstel Light,  
Stella Artois, Corona, Corona Light,  
Guinness Pub Draft, Samuel Adams, Harpoon

#### DOMESTIC BEER

5.75

6.25

May include Budweiser, Bud Light, Miller Genuine Draft,  
MGD 64, Miller Lite, Coors Light

#### AQUAFINA BOTTLED WATER

3.75

4.25

#### SODA (PEPSI PRODUCTS)

3.75

4.25

#### JUICE

3.75

4.25

### HOSTED PREMIUM BAR

#### COCKTAILS

6.50

7.25

Featuring Smirnoff, Beefeater, Dewars White Label,  
Jim Beam, Bacardi Silver, Canadian Club, Jose Cuervo Gold,  
Korbel Brandy, Martini and Rossi Dry and Sweet Vermouth  
and Finest Call Mixers

#### WINE

5.75

6.25

Woodbridge by Robert Mondavi Chardonnay,  
Cabernet Sauvignon, Merlot and White Zinfandel

#### IMPORT / PREMIUM BEER

6.00

6.50

May include Heineken, Heineken Light, Amstel Light,  
Stella Artois, Corona, Corona Light,  
Guinness Pub Draft Samuel Adams, Harpoon

#### DOMESTIC BEER

5.75

6.25

May include Budweiser, Bud Light, Miller Genuine Draft,  
MGD 64, Miller Lite, Coors Light

#### AQUAFINA BOTTLED WATER

3.75

4.25

#### SODA (PEPSI PRODUCTS)

3.75

4.25

#### JUICE

3.75

4.25

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## TRAFFIC PROMOTERS

	Incentive Price	Standard Price
<b>CHOCOLATE CHIP COOKIE STOP</b>	480.00	530.00
Cookie Oven includes: one case of 240 cookies, napkins, plates, serving platter, oven mitt and spatula Price does not include: Electric, Attendant, Work Space (Table), Trash Removal or Clean Up. *A booth attendant is required		
<b>Additional case of cookies</b>	480.00	530.00
<b>ICE CREAM COOLER</b>	480.00	530.00
Ice Cream Cart includes: 10 dozen assorted ice cream bars and napkins Price does not include: Electric, Attendant, Work Space (Table), Trash Removal or Clean Up.		
<b>Additional 120 assorted ice cream bars</b>	480.00	530.00
<b>ESPRESSO DAVE'S BARISTA SERVICE</b>	500.00	550.00
A trained barista will serve espresso, cappuccinos, lattes and mochas in the traditional European "made to order way" on a classic espresso machine. Included with the services are all-natural syrups, cups, stirrers, sweeteners and creamers/milk. A barista is also included in the daily rental rate.		
** Minimum Requirements: Espresso Dave Barista Service requires a minimum serving of 250 cups at 4.00 each, per day. Additional orders may be placed on show day with a minimum order of 100 additional cups at 4.00 each. Price does not include: Electric, Work Space (Table), Trash Removal or Clean Up.		
<b>ESPRESSO DAVE'S SMOOTHIE SERVICE</b>	500.00	550.00
An all natural water based product, with a blend of fruit and ice make this a smooth and delicious drink for year round enjoyment. Appropriate supplies to include rental of smoothie machine, cups and straws. An attendant is also included in the daily rental rate.		
Choose up to two fruit smoothie drink flavors: strawberry, mango, strawberry banana, peach, piña colada, wild berry, and raspberry.		
**Minimum Requirements: Espresso Dave's Smoothie Service requires a minimum serving of 250 cups (12 oz.) at 6.00 each, per day. Additional orders may be placed on show day with a minimum order of 100 additional cups at 6.00 each. Price does not include: Electric, Work Space (Table), Trash Removal or Clean Up.		
<b>WATER COOLER</b>	75.00	83.00
5-gallon jug of water	35.00	38.50
Includes: one-hundred (100) 8-ounce cups per 5-gallon jug Price does not include: Electric, Attendant, Work Space (Table), Trash Removal or Clean Up.		

**\* Booth Attendant rate is 150.00 for 4 hours, 37.50 per hour for each additional hour\***  
**All rented equipment will be picked up one (1) hour prior to the end of the show**

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## TRAFFIC PROMOTERS

Standard Price

## WICHES OF BOSTON

1,550.00

Attract crowds to your booth with a magical, cool mist!

Starting with the finest ingredients; zapped by an instant jolt of liquid nitrogen, in mere seconds, smooth, flavorful creations emerge from a cloud of **cool mist**. No magic wand, no abracadabra, just a touch of modern culinary magic.

Appropriate supplies to include rental of "Wiches of Boston" machinery, 2 trained 'mixologists', paper/plastic cups, spoons and napkins.

Price does not include: Electric, Work Space (Table), Trash Removal or Clean Up.

Ice Cream flavors include:

Traditional Flavors of:

- Vanilla, Chocolate and Strawberry

OR

- Vanilla with crisp Italian almond cookie crumble and dark sweet cherries
- Nutella with toasted hazelnuts and crisp sweet pizzelle cookies
- Dark Belgian chocolate with chocolate caramel truffle
- Fresh mint with chocolate chunks
- Lemon with Blueberry Streusel
- Rich Italian espresso with lightly salted chocolate brownies
- Lightly salted caramel with praline pecans

Frozen Yogurt flavors include:

Creamy smooth mango, blueberry, chai or strawberry

All can be complimented with sweet yogurt dipped pretzels or yogurt covered raisins

Sorbet flavors include:

- Raspberry
- Mango
- Passion fruit
- Blood Orange

All ice cream, frozen yogurt and sorbets are available in the following sizes:

4 oz. serving	6.00 each
*minimum order of 250 cups	
3 oz. serving	4.50 each
*minimum order of 350 cups	
2 oz. serving	3.55 each
*minimum order of 450 cups	

Make it an ice cream sandwich for \$1.00 more!

Additional orders may be placed on show day in 100 cup increments

Also ask about our Vegan ice creams, Scoop-able frozen cocktails, and Boozy milkshakes!

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## EXHIBITOR CATERING ORDER FORM

BUSINESS (COMPANY) INFORMATION			
Company Name <i>(Include Booth Name if Different):</i>			
Billing Address:			
City, State, Zip Code:		Country:	
Main Telephone Number:			
Main Fax Number:			
Email Address:			

SITE INFORMATION			
Event Name:			
Booth Number:		Booth Size:	
On-Site Contact Name:			
On-Site Contact Cell Number:			

DELIVERY DATE	DELIVERY TIME/ END TIME	DESCRIPTION	QTY	TOTAL PRICE

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This letter serves as my formal written authorization and approval for you to charge the credit card indicated below for any and all charges related to food services at the Hynes. This letter shall constitute my express written permission for you to charge, to the extent not previously paid for, the credit card for the initial deposit, the balance due before and any charges incurred during the event.

CREDIT CARD AUTHORIZATION	
Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> Discover	Billing Zip Code:
Credit Card Number:	Exp Date:
Signature of Card Holder:	Name as appears on Card:

Fax or Scan To: Cortney Fullerton – Catering Sales Manager  
Levy Restaurants | John B. Hynes Memorial Convention Center  
Phone: 617.954.2379 | Fax: 617.954.2032 | Email: cfullerton@levyrestaurants.com